

Yellow Medicine East ISD 2190 School Board Meeting Agenda



Monday, July 10, 2017 at 6:00 PM
Regular Meeting
YME Board Room - # 113

Our Mission is: To provide a caring environment of high expectations that prepares every student for a successful future and instills the value of learning.

1. Call the Meeting to Order
2. Roll Call of Board Members
3. Approval of Agenda
4. Reading of the YME Mission Statement
5. Public Address to the Board of Education
6. Consent Agenda - Action 3
 1. Regular Business
 1. Approval of Regular Meeting Minutes - June 19, 2017 5
 2. Approval of Payment for Claims 7
 3. Approval of Finance Report 25
 4. Designate Official Newspaper
 5. Designate Official Publication Site
 6. Designate Depository
 7. Designate School Attorney
 8. Designate Board of Education Members per Diem
 9. Authorize Facsimile Use of Board Signatures
 10. Authorize Financial Procedures and Personnel
 11. Resolution to Hold Meetings on Columbus Day - October 9, 2017
 12. Annual Renewal of Contract with MN Valley Cooperative Center for Special Education Services 27
 13. Annual Contract as Fiscal Services Provider to MVCC
 14. Award Food Service Bids for the 2017-18 School Year
 1. Milk & Milk Products

2. Bread & Bread Products	
2. Personnel Items	
1. Employment - Kitchen Assistant - Kathryn Schrupp	
2. Employment - ELL Long-Term Substitute Teacher - Cindy Lavin	
3. Employment - Assistant Musical Director - Tammy Isfeld	
7. Reports	
1. District - Dr. Rick Clark, Superintendent	
1. MRVED Presentation - Karen Jacobsen and Brandon Ramo	
2. Bert Raney Elementary - Lisa Hansen, Principal	29
1. 2017-18 Handbook	30
3. YME Middle/High School - Ryan Luft, Principal	45
1. 2017-18 Handbook	49
8. Written Reports Submitted	
9. Old Business	
1. Approval of the Bert Raney Elementary Student Handbook for the 2017-18 School Year	
2. Approval of the YME MS/High School Student Handbook for the 2017-18 School Year	
10. New Business	
1. First Reading - YME Attendance Policy	79
2. Q-Comp Committee Annual Report - Committee Members	
3. Set Annual Fees/Rates	88
1. Food Service Rates	
2. Activity Fees	
3. Substitute Staff Rates of Pay	
4. Approval of Long-Term Facilities Maintenance 10-Year Plan	90
11. Correspondence	
12. Upcoming Events	
1. Board Meeting - August 14, 2017 - Board Room - 6:00 pm	
13. Adjourn the Meeting	



Yellow Medicine East, ISD 2190

ISD 2190 – BOARD OF DIRECTORS’ AGENDA ANALYSIS

AGENDA ITEM: 6.0
MEETING DATE: July 10, 2017
SUBJECT: Consent Agenda

BOARD ACTION

Required X
Information
Scheduled Report

BACKGROUND/RATIONALE

The items on the Consent Agenda are part of the annual requirements of REORGANIZATION. The items listed are unchanged from current/past. Items 6.1.4 through 6.1.11 are normal and without negative concerns. These items can be approved without comment.

6.1.4 – Designate Official Newspaper
Advocate Tribune

6.1.5 – Designate Official publication Site
YME website: www.isd2190.org

6.1.6 – Designate Depository
F & M Bank of Clarkfield for payroll; Citizen’s Alliance Bank of Granite Falls for the Board account, student programs, and administrative account; Minnesota School District Liquid Asset Fund for receiving state-aid and levy revenues; and to authorize the Granite Falls Bank of Granite Falls to provide electronic fund transfers to allow for payroll direct deposit services.

6.1.7 – Designate School Attorney
Currently, the law firms of Rupp, Anderson, Squires & Waldspurger, P.A. - Kevin Rupp; and Holmstrom & Kvam – Spencer Kvam, are designated as legal counsel. The Superintendent and Board chairperson are authorized to contact them as needed.

6.1.8 – Designate Board of Education per Diem

All Members	\$40/member
Chair	\$100/year
Clerk	\$100/year
Treasurer	\$25/year

6.1.9 – Authorize Facsimile Use of Board Signatures

Facsimile use of board signatures for board bills and payroll checks

6.1.10 – Authorize Financial Procedures and Personnel

Designate LeeAnn Boushek, Finance Officer and Tara Miller Payroll Officer to complete and authorize electronic fund transfers as necessary to pay board bills and payroll and to completed investments for the District in secured accounts to yield the greatest potential return on investment(s).

6.1.11 – Resolution to Hold Meetings on Columbus Day

The YME Board/School District does not consider Columbus Day a holiday. In order to conduct business on this day, a resolution must be adopted. The resolution is posted on BoardBook for your review.

PRESENTER (S)

None

COMMITTEE

None

SUPERINTENDENT RECOMMENDATION

Support for items as presented.

**YELLOW MEDICINE EAST ISD #2190
REGULAR SCHOOL BOARD MEETING MINUTES
MONDAY, JUNE 19, 2017 – 6:00 PM
YME BOARD ROOM**

Chair Dawn Odegard called the meeting to order.

Roll Call of Board Members Present: Susan Bones, Jeremy Corner, Amanda Lecy, Dawn Odegard, Sonja Pederson, Sharon Rupp, Steve Rupp, Dr. Rick Clark

Staff/Public: Deb Beckler, Roberta Bjerkeset, LeeAnne Boushek, Leann Carmany, Ryan Luft, Denise Streich, Alex Stina,

Motion by Jeremy Corner, second by Sharon Rupp, to approve the agenda for the meeting.

Dr. Clark read the YME Mission Statement.

The opportunity to address the Board received no response.

Motion by Susan Bones, second by Sonja Pederson, to approve the consent agenda items. All members voted in support of the motion.

- May 8, 2017 regular meeting minutes.
- June 5, 2017 special meeting minutes.
- payment of bills in the amount of \$528,114.46 with checks numbered 18163-18335; and wire transfers in the amount of \$182,584.59 numbered 201600113-201600117.
- finance report, as submitted.
- enrollment report, as submitted.
- Indian Policies and Procedures, as submitted.
- First Reading – Policy 427 – Special Education Workload.
- First Reading – Policy 612 – Development of Parent and Family Engagement Policies for Title I Programs.
- First Reading – 721 – Uniform Grant Policy regarding Federal Revenue Sources.
- annual membership with MN Rural Education Association (MREA).
- annual membership with MN School Boards Association (MSBA).
- annual membership with MN Association for School Administrators (MASA).
- direct administration to seek bids for milk/milk products and bread/bread products for the 2017-2018 school year.
- Memorandum of Understanding with Lutheran Social Services regarding the Foster Grandparent Program.
- declare 12 doors from the renovation project as surplus inventory.
- declare Houghton Mifflin Math Series - Dated July 2017, Copyright 2007 – Qty. 400 student books, Qty. 54 teacher editions - as surplus inventory.
- declare 118 seats from the little theater as surplus inventory.
- employment – Lego League Advisor – Beth Jahn.
- employment – Bert Raney Paraprofessional – Britanna Raddatz.
- employment – Musical Director – Jeff Iverson.
- employment – Concessions Manager – Deb Beckler.
- contract – Summer Indian Education Services Grant – Adam Savariego.
- resignation – JH Football Coach – Ben Lecy.

Superintendent Dr. Rick Clark gave an update on the installation of Verizon mini-towers on school property with no cost to the district, legislative acts recently passed – an Ag to School tax break for the farm community, and that he will be out of the district until July 10.

Bert Raney Elementary Principal Lisa Hansen submitted a written report.

YME MS/HS Principal Ryan Luft discussed academic ineligibility and shared neighboring districts policies regarding failing grades with regard to exclusion from sporting events. A discrepancy with current policy and practice regarding excused/unexcused absences will be reviewed by the Policy Committee and the administrators and brought to the Board in July.

Written reports submitted included: May 4, 2017 Finance Committee meeting minutes; May 16, 2017 Policy Committee meeting minutes; May 16, 2017 High School Engineering/Manufacturing meeting summary; Granite Falls Area Chamber of Commerce meeting information; City of Granite Falls and A.G. Bush conversations; May 31, 2017 MN State High School League, Region 3A meeting minutes; May 26, 2017 Significant Education Provisions in Special Session; June 12, 2017 MVCC Board meeting minutes; Indian Policies & Procedures report.

The board reviewed mandatory school district policies and discussed Policy # 534 – Unpaid Meal Charges.

Motion by Sonja Pederson, second by Susan Bones, to approve the Building Bridges overnight field trip to Minneapolis, MN in July 2017. All members voted in support of the motion.

Motion by Amanda Lecy, second by Susan Bones, to approve the Board of Education calendar, including committee meeting dates, for the 2017-2018 school year. All members voted in support of the motion.

Motion by Sharon Rupp, second by Jeremy Corner, to approve budget revisions for Fiscal Year 2016-17, as presented by LeeAnn Boushek, Finance Officer. All members voted in support of the motion.

Yellow Medicine East School District 2016-2017 Revised Budgets		
Fund	FY17 Revised Revenues	FY17 Revised Expenditures
01 – General	9,970,042	9,796,575
02 – Food Service	429,612	429,715
04 – Community Ed	488,641	488,866
07 – Debt Service	1,271,174	1,225,730
25 – OPEB	85,500	239,017
47 – Debt Redemption (OPEB)	188,741	192,620
GRAND TOTAL	12,433,710	12,372,523

Motion by Jeremy Corner, second by Sonja Pederson, to adopt the preliminary budget proposal for Fiscal Year 2017-18. All members voted in support of the motion.

Yellow Medicine East School District 2017-2018 Preliminary Budgets		
Fund	FY18 Projected Revenues	FY 18 Projected Expenditures
01 – General	9,574,250	10,114,437
02 – Food Service	448,378	448,378
04 – Community Ed	467,904	431,010
07 – Debt Service	1,247,011	1,191,813
25 – OPEB	81,500	225,729
47 – Debt Redemption (OPEB)	201,774	192,308
GRAND TOTAL	12,020,817	12,603,675

Discussion regarding an additional year (through the 2018-2019 school year) of Superintendent services with Dr. Clark was held.

Upcoming Events:

Board Meeting – July 10, 2017 – Board Room – 6:00 pm

The meeting entered closed session to discuss negotiation strategies.

The meeting was opened and adjourned by Chair Dawn Odegard.

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
19324	ADVOCATE TRIBUNE	07/10/2017	468.70
19325	AGILE SPORTS	07/10/2017	800.00
19326	ALMICH'S MARKET	07/10/2017	683.17
19327	AMERICAN WELDING AND GAS, INC.	07/10/2017	25.85
19328	AUS FLOORS & MORE INC.	07/10/2017	4,944.68
19329	BALFANY, EMILY	07/10/2017	161.68
19330	BENNETT & BENNETT INC.	07/10/2017	3,350.62
19331	BENSON LAUNDRY	07/10/2017	46.94
19332	BJERKESET ROBERTA	07/10/2017	222.72
19333	BRAMBLE PARK ZOO	07/10/2017	442.54
19334	CARMANY, LEANNE	07/10/2017	50.46
19335	CENEX CREDIT CARD	07/10/2017	364.70
19337	CITY OF GRANITE FALLS	07/10/2017	20,061.96
19338	CLARKFIELD AREA CHARTER SCHOOL	07/10/2017	2,387.00
19339	CLOUSE, MARYELLA	07/10/2017	19.56
19340	CONSUMERS COOPERATIVE OIL CO.	07/10/2017	46.95
19341	CONTINENTAL CLAY CO	07/10/2017	1,407.36
19342	D. ERVASTI SALES	07/10/2017	713.60
19343	DEAN FOODS NORTH CENTRAL, INC.	07/10/2017	268.50
19344	DEPT OF TREASURY	07/10/2017	279.93
19345	DEPT. OF EMPLOYMENT & ECONOMIC DEVELOPMENT	07/10/2017	91.53
19346	DOLLAR STOP	07/10/2017	27.00
19347	FARMERS UNION OIL CO.	07/10/2017	403.15
19348	GOPHER SPORT	07/10/2017	2,088.70
19349	GRANITE FALLS AUTO PARTS	07/10/2017	239.10
19350	GRANITE FLORAL & GREENHOUSE	07/10/2017	162.50
19351	GREAT PLAINS NATURAL GAS CO	07/10/2017	646.68
19352	HILLYARD/HUTCHINSON	07/10/2017	799.00
19353	INNOVATIVE OFFICE SOLUTIONS LLC	07/10/2017	455.06
19354	TAMARA ISFELD	07/10/2017	106.37
19355	JAHN, ELIZABETH	07/10/2017	35.33
19356	JIMMY'S PIZZA	07/10/2017	20.70
19357	KILOWATT COMMUNITY CENTER	07/10/2017	125.00
19358	LEISETH, BECKY	07/10/2017	102.92
19359	LIGHTFOOT, THERESA	07/10/2017	22.00
19360	LUFT, RYAN	07/10/2017	546.72
19361	MAXWELL MEDALS & AWARDS	07/10/2017	119.47
19362	ND CENTER FOR FOR DISTANCE EDUCATION	07/10/2017	329.00
19363	OLSON SANITATION INC.	07/10/2017	877.50
19364	PAAPE COMPANIES INC.	07/10/2017	522.50
19365	PAN-O-GOLD BAKING CO.	07/10/2017	29.28
19366	PIONEER MFG. CO.	07/10/2017	2,536.36
19367	RAMBOW SPORTSWEAR	07/10/2017	102.80
19368	REINHART INST FOODS	07/10/2017	1,522.65
19369	RTS	07/10/2017	91.30
19370	RUPP, ANDERSON, SQUIRES & WALDSPURGER, P.A.	07/10/2017	67.50
19371	SANNERUD JOANELLE	07/10/2017	78.85
19372	SAVARIEGO, ADAM	07/10/2017	1,811.03
19373	SAWMILL	07/10/2017	145.65
19374	SCHOLASTIC EQUIPMENT CO	07/10/2017	17,424.61
19375	SCHOLASTIC EQUIPMENT CO	07/10/2017	1,936.07
19376	KERRI SHACKELFORD	07/10/2017	105.16
19377	SPECIAL SYSTEMS INC.	07/10/2017	2,602.00
19378	SW/WC SERVICE COOP - MARSHALL	07/10/2017	6,750.00
19379	TRUE VALUE-GF/MONTE	07/10/2017	927.92
19385	VISA	07/10/2017	4,330.72

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
19386	WILLMAR HIGH SCHOOL	07/10/2017	200.00
19387	XCEL ENERGY	07/10/2017	32.46
19388	YME SCHOOLS-ADM	07/10/2017	556.45
19389	YME SCHOOL READINESS	07/10/2017	18,440.00
19390	YME-FOOD SERVICE	07/10/2017	1,196.67
19391	ZEP MANUFACTURING CO	07/10/2017	1,588.99
19392	ALL STATE COMMUNICATIONS	07/10/2017	13,457.70
19393	ALL STATE COMMUNICATIONS	07/10/2017	1,495.30
19394	APPLE COMPUTER, INC.	07/10/2017	49,980.00
19395	ASSOCIATION OF NUTRITION & FOODSERVICE PROF.	07/10/2017	157.00
19396	BOND TRUST SERVICES CORPORATION	07/10/2017	38,313.75
19397	COMPANION CORP.	07/10/2017	2,590.00
19398	DISCOUNT SCHOOL SUPPLY	07/10/2017	123.21
19399	ELLIOTT, GLENIS	07/10/2017	131.60
19400	EMC INSURANCE COMPANIES	07/10/2017	64,816.23
19401	FIREFLY COMPUTERS	07/10/2017	39,600.00
19402	FRONTLINE PLACEMENT TECHNOLOGIES INC.	07/10/2017	4,251.87
19403	HIGH POINT NETWORKS	07/10/2017	28,549.55
19404	HILLYARD/HUTCHINSON	07/10/2017	4,427.58
19405	INNOVATIVE OFFICE SOLUTIONS LLC	07/10/2017	585.00
19406	ISCORP	07/10/2017	195.50
19407	MESPA	07/10/2017	910.00
19408	MINNESOTA ELEVATOR TOTAL ELEVATOR SOLUTIONS	07/10/2017	352.28
19409	MN RURAL EDUCATION ASSOC.	07/10/2017	1,903.00
19410	MINNESOTA SCHOOL BOARD ASSOC.	07/10/2017	4,410.00
19411	MVCC	07/10/2017	154,983.35
19412	NATIONAL ASSOC. OF SCHOOL RESOURCE OFFICERS	07/10/2017	495.00
19413	PITNEY BOWES	07/10/2017	695.85
19414	RILEY BUS SERVICE, INC.	07/10/2017	890.00
19415	RSCHOOL TODAY	07/10/2017	785.00
19416	SAM'S CLUB	07/10/2017	45.00
19417	SCHOOLPOINTE	07/10/2017	3,000.00
19418	SCHOOL SPECIALTY SUPPLY, INC.	07/10/2017	185.38
19419	SPORTDECALS SPORT & SPIRIT PRODUCTS	07/10/2017	265.50
19420	SUPREME SCHOOL SUPPLY	07/10/2017	88.11
19421	SUSSNER CONSTRUCTION, INC.	07/10/2017	38,673.00
19422	SUSSNER CONSTRUCTION, INC.	07/10/2017	4,297.00
19423	TAMS-WITMARK MUSIC LIBRARY INC	07/10/2017	51.25
19424	TAYLOR PUBLISHING	07/10/2017	2,700.00
19425	UMB BANK NA	07/10/2017	39,161.25
19429	VISA	07/10/2017	3,111.53
201700001	UMB BANK NA	07/10/2017	146,580.00
		Totals for BNK02	759,200.41
18336	AMERICAN FAMILY LIFE ASSURANCE	06/22/2017	546.86
18337	AMERITAS LIFE INSURANCE CORP.	06/22/2017	541.00
18338	DELTA DENTAL	06/22/2017	5,967.10
18339	ENGER, EMILY	06/22/2017	600.00
18340	MADISON NATIONAL LIFE	06/22/2017	1,978.75
18341	MCDOWELL AGENCY, INC.	06/22/2017	8.00
18342	MSEA	06/22/2017	1,234.04
18343	MVCC	06/22/2017	29,294.65
18344	154200 NCPERS MN	06/22/2017	64.00
18345	POYZER, CHRIS	06/22/2017	25.00
18346	SCHULTE, TREVOR	06/22/2017	400.00
18347	SELECT ACCOUNT	06/22/2017	4,549.16
18348	SW/WC SVC. COOP - HEALTH INS.	06/22/2017	49,020.84

CHECK		CHECK	
NUMBER	VENDOR	DATE	AMOUNT
18349	EDUCATION MINNESOTA YME	06/22/2017	3,304.94
18350	YOUTH FRONTIERS, INC.	06/22/2017	750.00
201600118	FEDERAL TAX WITHHOLDING	06/22/2017	108,593.78
201600119	MN TEACHERS RETIREMENT ASSOC.	06/22/2017	48,752.76
201600120	PUBLIC EMPLOYEES RETIREMENT	06/22/2017	16,013.73
201600121	STATE TAX WITHHOLDING	06/22/2017	16,978.99
201600122	VOYA INSTITUTIONAL TRUST	06/22/2017	13,568.64
201600123	MN TEACHERS RETIREMENT ASSOC.	06/29/2017	175.84
		Totals for BNK05	302,368.08
		Totals for checks	1,061,568.49

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	250,093.97	-1.46	550,975.96	801,068.47
02	FOOD SERVICE	6,809.62	0.00	5,024.37	11,833.99
04	COMMUNITY SERVICE	8,963.10	0.00	5,041.11	14,004.21
07	DEBT REDEMPTION	0.00	0.00	192,951.25	192,951.25
09	TRUST FUND	54.60	0.00	0.00	54.60
25	REVOCABLE TRUST (FY10)	0.00	0.00	10,552.22	10,552.22
47	OPEB DEBT SERVICE FUND	0.00	0.00	31,103.75	31,103.75
***	Fund Summary Totals ***	265,921.29	-1.46	795,648.66	1,061,568.49

***** End of report *****

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
19324	ADVOCATE TRIBUNE	07/10/2017	1	LEGALS/ADS	0	339.00	468.70
01 E 005 010 000 000 380				BOARD OF EDUCATION/DISTRICT WIDE/PRINTING/ADVERTISING/D		339.00	
			2	GRAD PROGRAMS	0	129.70	
01 E 300 211 165 000 899				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/MISCELLANEOUS		129.70	
19325	AGILE SPORTS	07/10/2017	38489-is-319833	video online	0	800.00	800.00
01 E 300 294 211 000 401				BOYS ATHLETICS/DISTRICT WIDE/GENERAL SUPPLIES/FOOTBALL		600.00	
01 E 300 292 000 000 405				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/SOFTWARE ETC/DISTRIC		200.00	
19326	ALMICH'S MARKET	07/10/2017	1		0	20.90	683.17
09 L 230 27				TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY		20.90	
			22	SUMMER REC	0	128.38	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		128.38	
			33	SUMMER	0	533.89	
01 E 399 790 000 320 430				OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)		533.89	
19327	AMERICAN WELDING AND GAS, INC.	07/10/2017	1		0	25.85	25.85
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		25.85	
19328	AUS FLOORS & MORE INC.	07/10/2017	20407	LITTLE THEATRE	0	4,944.68	4,944.68
01 E 005 865 000 369 530				LONG TERM FACILITY MAINT./BUILDING HARDWARE & EQUIP LTF		4,944.68	
19329	EMILY BALFANY	07/10/2017	1	SUMMER SCHOOL	0	157.10	161.68
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		157.10	
			10		0	4.58	
04 E 500 582 000 344 490				LEARNING READINESS/LEARNING READINESS/FOOD/DISTRICT WID		4.58	
19330	BENNETT & BENNETT INC.	07/10/2017	1	summer	0	800.66	3,350.62
01 E 399 790 000 320 360				OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)		800.66	
			11	STARBUCK SHUTTLE	0	869.96	
01 E 005 760 000 723 360				PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC		869.96	
			3	SUMMER MS/HS	0	1,680.00	
01 E 005 760 000 714 360				PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION		1,680.00	
19331	BENSON LAUNDRY	07/10/2017	1		0	46.94	46.94
02 E 005 770 000 709 401				FOOD SERVICES/SUMMER FOOD SERVICE/GENERAL SUPPLIES/DIST		46.94	
19332	BJERKESET ROBERTA	07/10/2017	1	SUMMER	0	222.72	222.72
01 E 399 790 000 320 430				OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)		222.72	
19333	BRAMBLE PARK ZOO	07/10/2017	44		0	442.54	442.54
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		442.54	
19334	LEANNE M CARMANY	07/10/2017	1		0	50.46	50.46
01 E 300 640 000 316 367				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE		50.46	
19335	CENEX CREDIT CARD	07/10/2017	1		0	206.93	364.70
01 E 005 810 191 000 442				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/GAS & OIL/OUTS		206.93	
			22		0	157.77	
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/GAS & OIL/CAR		157.77	
19336	Vendor Continued Void	07/10/2017					0.00
19337	CITY OF GRANITE FALLS	07/10/2017	1	WATER-SEWER	0	1,254.39	20,061.96
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC		1,254.39	
			2	BR ELECTRICITY	0	4,778.73	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC		4,778.73	
			3	HS WATER-SEWER	0	2,397.74	
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC		2,397.74	
			4	HS ELECTRICITY	0	11,115.62	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC		11,115.62	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 810 184 000 330		5		TRACK OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC	0	17.35	17.35
01 E 300 361 000 000 330		6		CARPENTRY VOCATIONAL WEIDAUER/DISTRICT WIDE/UTILITY SERVICES/DIST	0	12.13	12.13
01 E 005 810 191 000 330		7		OUTSIDE MAINTENANCE OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC	0	486.00	486.00
19338 CLARKFIELD AREA CHARTER SCHOOL		07/10/2017	16-17	PRESCHOOL SPEC ED	0	425.00	2,387.00
01 E 100 401 000 740 898				SPEECH/STATE FUNDED SPECIAL ED/SCHOLARSHIPS/DISTRICT WI		425.00	425.00
01 E 100 412 000 740 898			16-17.	PRESCHOOL SPEC ED ECSE SPEC ED/STATE FUNDED SPECIAL ED/SCHOLARSHIPS/DISTR	0	1,962.00	1,962.00
19339 MARYELLA C CLOUSE		07/10/2017	1		0	19.56	19.56
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		19.56	
19340 CONSUMERS COOPERATIVE OIL CO.		07/10/2017	11		0	46.95	46.95
01 E 005 810 191 000 442				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/GAS & OIL/OUTS		46.95	
19341 CONTINENTAL CLAY CO		07/10/2017	1	perpich paint grant	0	1,407.36	1,407.36
01 E 300 790 153 000 401				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/GENERAL SUPP		1,407.36	
19342 D. ERVASTI SALES		07/10/2017	13851E	MOUND/PLATE	0	250.00	713.60
01 E 350 294 215 000 401				BOYS ATHLETICS/DISTRICT WIDE/GENERAL SUPPLIES/BASEBALL		250.00	
01 E 300 292 000 000 899			13853	BOYS/GIRLS ATHLETICS/DISTRICT WIDE/MISCELLANEOUS EXPENS	0	463.60	463.60
19343 DEAN FOODS NORTH CENTRAL, INC.		07/10/2017	1		0	268.50	268.50
02 E 005 770 000 709 495				FOOD SERVICES/SUMMER FOOD SERVICE/MILK/DISTRICT WIDE		268.50	
19344 DEPT OF TREASURY		07/10/2017	1	2016 720-v PCORI fee	0	279.93	279.93
01 L 215 98				GENERAL FUND/DEDUCTIONS PAYABLE/DED. ADJUSTMENTS		279.93	
19345 DEPT. OF EMPLOYMENT & ECONOMIC		07/10/2017	07977689	QTR 2 2017	0	91.53	91.53
01 E 100 203 000 000 280				ELEMENTARY GENERAL ED./DISTRICT WIDE/UNEMPLOYMENT COMPE		91.53	
19346 DOLLAR STOP		07/10/2017	1	summer	0	13.00	27.00
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		13.00	
04 E 500 505 000 321 450			10	SUMMER REC COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	14.00	14.00
19347 FARMERS UNION OIL CO.		07/10/2017	1		0	153.15	403.15
01 E 005 810 191 000 442				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/GAS & OIL/OUTS		153.15	
01 E 005 810 191 000 410			22	OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU	0	250.00	250.00
19348 GOPHER SPORT		07/10/2017	9312756		0	597.07	2,088.70
01 E 300 240 000 000 430				HEALTH/PHY ED/RECREATION/DISTRICT WIDE/SUPPLIES/DISTRIC		597.07	
01 E 300 790 000 320 430			9312756-	OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)	0	907.80	907.80
01 E 100 203 408 000 430			9317909	ELEMENTARY GENERAL ED./DISTRICT WIDE/SUPPLIES/ELEM PHY	0	583.83	583.83
19349 GRANITE FALLS AUTO PARTS		07/10/2017	1	shop	0	160.80	239.10
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		160.80	
01 E 005 810 193 000 401			2	auto OPERATIONS AND MAINTENANCE/DISTRICT WIDE/GENERAL SUPPLI	0	78.30	78.30
19350 GRANITE FLORAL & GREENHOUSE		07/10/2017	77671		0	162.50	162.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		162.50	
19351	GREAT PLAINS NATURAL GAS CO	07/10/2017	1	HIGH SCHOOL	0	371.27	646.68
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/FUEL FOR BUILD		371.27	
			2	BRE	0	251.26	
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/FUEL FOR BUILD		251.26	
			3	GARAGE	0	24.15	
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/FUEL FOR BUILD		24.15	
19352	HILLYARD/HUTCHINSON	07/10/2017	602591529		0	799.00	799.00
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		799.00	
19353	INNOVATIVE OFFICE SOLUTIONS LL	07/10/2017	1657398		0	57.49	455.06
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE/DISTRICT WIDE/GENERAL SUPPLIES/		57.49	
			1662103		0	397.57	
01 E 300 211 000 000 433				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/INDIVIDUAL IN		397.57	
19354	TAMARA ISFELD	07/10/2017	1	5th grade	0	106.37	106.37
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		106.37	
19355	ELIZABETH JAHN	07/10/2017	1	SUMMER	0	35.33	35.33
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		35.33	
19356	JIMMY'S PIZZA	07/10/2017	1	SUMMER	0	20.70	20.70
01 E 399 790 000 320 430				OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)		20.70	
19357	KILOWATT COMMUNITY CENTER	07/10/2017	1	basketball	0	125.00	125.00
01 E 300 292 000 000 370				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/RENTALS AND LEASES/D		125.00	
19358	LEISETH, BECKY	07/10/2017	1		0	102.92	102.92
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		102.92	
19359	THERESA M LIGHTFOOT	07/10/2017	1	SUMMER SCHOOL	0	22.00	22.00
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		22.00	
19360	RYAN C LUFT	07/10/2017	1	Nickelodeon	0	546.72	546.72
				Universe			
01 E 005 790 000 318 369				OTHER PUPIL SUPPORT SERVICES/INTER DIST COOPERATION/PAR		546.72	
19361	MAXWELL MEDALS & AWARDS	07/10/2017	1		0	119.47	119.47
01 E 300 292 219 000 401				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/GENERAL SUPPLIES/TRA		119.47	
19362	ND CENTER FOR FOR DISTANCE EDU	07/10/2017	198225	american govt	0	329.00	329.00
01 E 300 200 000 000 394				PSEO/ONLINE/DISTRICT WIDE/PAYMENTS TO OTHER AGENCIES/DI		329.00	
19363	OLSON SANITATION INC.	07/10/2017	1		0	877.50	877.50
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC		877.50	
19364	PAAPE COMPANIES INC.	07/10/2017	5173	CONTROLLERS	0	522.50	522.50
				OFFLINE			
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/REPAIRS AND MA		522.50	
19365	PAN-O-GOLD BAKING CO.	07/10/2017	1		0	29.28	29.28
02 E 005 770 000 709 490				FOOD SERVICES/SUMMER FOOD SERVICE/FOOD/DISTRICT WIDE		29.28	
19366	PIONEER MFG. CO.	07/10/2017	640642	quick stripe	0	2,536.36	2,536.36
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		2,536.36	
19367	RAMBOW SPORTSWEAR	07/10/2017	583052	DANCE EXPLOSION	0	102.80	102.80
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		102.80	
19368	REINHART INST FOODS	07/10/2017	1		0	1,522.65	1,522.65
02 E 005 770 000 709 401				FOOD SERVICES/SUMMER FOOD SERVICE/GENERAL SUPPLIES/DIST		34.83	
02 E 005 770 000 709 490				FOOD SERVICES/SUMMER FOOD SERVICE/FOOD/DISTRICT WIDE		1,487.82	
19369	RTS	07/10/2017	1		0	91.30	91.30
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/COMMUNICATIONA		91.30	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
19370	RUPP, ANDERSON, SQUIRES & WALDS	07/10/2017	5890		0	67.50	67.50
01 E 005 110 116 000 305				ACCOUNTING OFFICE/DISTRICT WIDE/PROFESSIONAL FEES/ATTOR		67.50	
19371	SANNERUD JOANELLE	07/10/2017	1	BOOKS	0	59.85	78.85
01 E 100 790 388 000 899				OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/MISCELLANEOU		59.85	
01 L 230 33			10	SUMMER SCHOOL	0	19.00	
				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		19.00	
19372	ADAM SAVARIEGO	07/10/2017	1	SUMMER	0	31.03	1,811.03
01 E 399 790 000 320 430				OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)		31.03	
01 E 399 790 000 320 305			11	summer	0	1,780.00	
				OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)		1,780.00	
19373	SAWMILL	07/10/2017	1	PAINT	0	89.75	145.65
01 E 005 865 000 379 401				LONG TERM FACILITY MAINT./INTERIOR SURFACES LTFM/GENERA		89.75	
01 E 005 810 191 000 410			11		0	15.94	
				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		15.94	
01 E 005 810 000 000 410			22		0	39.96	
				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		39.96	
19374	SCHOLASTIC EQUIPMENT CO	07/10/2017	11032	LITTLE THEATRE	0	17,424.61	17,424.61
01 E 005 865 000 369 530				CHAIRS			
				LONG TERM FACILITY MAINT./BUILDING HARDWARE & EQUIP LTF		17,424.61	
19375	SCHOLASTIC EQUIPMENT CO	07/10/2017	11032-	LITTLE THEATRE	0	1,936.07	1,936.07
01 E 005 865 000 369 530				CHAIRS			
				LONG TERM FACILITY MAINT./BUILDING HARDWARE & EQUIP LTF		1,936.07	
19376	KERRI SHACKELFORD	07/10/2017	1	SUMMER	0	105.16	105.16
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		105.16	
19377	SPECIAL SYSTEMS INC.	07/10/2017	32788	SERVICE CALL	0	2,602.00	2,602.00
01 E 005 865 000 363 305				LONG TERM FACILITY MAINT./FIRE SAFETY/PROFESSIONAL FEES		2,602.00	
19378	SW/WC SERVICE COOP - MARSHALL	07/10/2017	54435	TECH SUPPORT	0	6,075.00	6,750.00
01 E 005 630 000 000 305				TECHNOLOGY INSTRUCTIONAL/DISTRICT WIDE/PROFESSIONAL FEE		6,075.00	
01 E 005 108 000 000 305			54435-	TECH SUPPORT	0	675.00	
				TECHNOLOGY ADMINISTRATIVE/DISTRICT WIDE/PROFESSIONAL FE		675.00	
19379	TRUE VALUE-GF/MONTE	07/10/2017	1		0	61.25	927.92
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/MISCELLANEOUS EXPENS		61.25	
01 E 005 810 193 000 401			2		0	52.92	
				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/GENERAL SUPPLI		52.92	
01 E 005 810 191 000 410			3		0	221.57	
				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		221.57	
01 E 005 865 000 379 401			4	LOCKER ROOM PAINT	0	523.25	
				LONG TERM FACILITY MAINT./INTERIOR SURFACES LTFM/GENERA		523.25	
01 E 005 810 000 000 410			5	PAINT-SUPPLIES	0	68.93	
				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		68.93	
19380	Vendor Continued Void	07/10/2017					0.00
19381	Vendor Continued Void	07/10/2017					0.00
19382	Vendor Continued Void	07/10/2017					0.00
19383	Vendor Continued Void	07/10/2017					0.00
19384	Vendor Continued Void	07/10/2017					0.00
19385	VISA	07/10/2017	1	LAKESHORE	0	15.98	4,330.72
01 E 100 201 000 000 433				LEARNING			
				KINDERGARTEN/DISTRICT WIDE/INDIVIDUAL INST SUPPLIES/DIS		15.98	
01 L 230 33			10	AMAZON	0	674.65	
				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		674.65	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 100 201 000 000 433		11		REALLY GOOD STUFF KINDERGARTEN/DISTRICT WIDE/INDIVIDUAL INST SUPPLIES/DIS	0	48.46	48.46
01 E 100 203 400 000 430		11-		REALLY GOOD STUFF ELEMENTARY GENERAL ED./DISTRICT WIDE/SUPPLIES/GRADES 1-	0	177.24	177.24
01 E 100 203 000 000 405		12		MYSTERY SCIENCE ELEMENTARY GENERAL ED./DISTRICT WIDE/SOFTWARE ETC/DISTR	0	499.00	499.00
01 E 100 203 400 000 433		13		AMAZON ELEMENTARY GENERAL ED./DISTRICT WIDE/INDIVIDUAL INST SU	0	83.86	83.86
01 E 005 790 000 318 430		14		FLITE OTHER PUPIL SUPPORT SERVICES/INTER DIST COOPERATION/SUP	0	950.21	950.21
01 E 300 292 000 000 899		15		AMAZON BOYS/GIRLS ATHLETICS/DISTRICT WIDE/MISCELLANEOUS EXPENS	0	11.56	11.56
01 E 100 203 400 000 430		16		REALLY GOOD STUFF ELEMENTARY GENERAL ED./DISTRICT WIDE/SUPPLIES/GRADES 1-	0	39.98	39.98
01 E 100 050 000 000 899		18		WALMART.COM PRINCIPAL'S OFFICE/DISTRICT WIDE/MISCELLANEOUS EXPENSE/	0	106.81	106.81
01 E 300 296 210 000 401		2		TROPHY DEPOT GIRLS ATHLETICS/DISTRICT WIDE/GENERAL SUPPLIES/SOFTBALL	0	69.79	69.79
04 E 500 505 000 321 401		21		PICKELBALL CENTRAL COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL	0	69.97	69.97
04 E 500 505 000 321 450		22		AMAZON COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	23.98	23.98
04 E 500 505 000 321 450		23		AMAZON COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	10.90	10.90
01 L 230 33		3		AMAZON GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU	0	134.93	134.93
01 E 100 203 400 000 430		32		WALMART ELEMENTARY GENERAL ED./DISTRICT WIDE/SUPPLIES/GRADES 1-	0	293.10	293.10
04 E 500 505 000 321 450		39		AMAZON COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	67.87	67.87
01 E 100 203 400 000 433		4		TEACHERSPAYTEACHER S ELEMENTARY GENERAL ED./DISTRICT WIDE/INDIVIDUAL INST SU	0	5.50	5.50
04 E 500 505 000 321 450		5		BASEBALL COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	212.85	212.85
09 L 230 27		50		FUN EXPRESS TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY	0	33.70	33.70
01 E 300 294 215 000 401		51		TEAM EXPRESS INTERNET BOYS ATHLETICS/DISTRICT WIDE/GENERAL SUPPLIES/BASEBALL	0	116.90	116.90
01 E 350 294 215 000 401		51-		TEAM EXPRESS INTERNET BOYS ATHLETICS/DISTRICT WIDE/GENERAL SUPPLIES/BASEBALL	0	100.00	100.00
01 E 100 790 162 000 530		52		AMAZON OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU	0	16.65	16.65
01 E 100 790 162 000 530		53		AMAZON OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU	0	6.99	6.99

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 100 790 162 000 530			54	AMAZON OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU	0	13.99	13.99
01 E 100 790 162 000 530			55	AMAZON OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU	0	5.05	5.05
01 E 100 790 162 000 530			56	AMAZON OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU	0	15.49	15.49
01 E 100 790 162 000 530			57	amazon OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU	0	9.87	9.87
01 E 100 790 162 000 530			58	AMAZON OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU	0	24.98	24.98
01 E 100 790 162 000 530			59	AMAZONS OTHER PUPIL SUPPORT SERVICES/DISTRICT WIDE/EQUIPMENT PU	0	19.45	19.45
01 E 100 620 000 000 470			6	SCHOLASTIC READING CLUB EDUCATIONAL MEDIA/LIBRARY/DISTRICT WIDE/LIBRARY BOOKS/D	0	69.00	69.00
01 E 100 201 000 000 430			7	DRAPHIX/TEACHER DIRECT KINDERGARTEN/DISTRICT WIDE/SUPPLIES/DISTRICT WIDE	0	42.78	42.78
01 E 100 203 400 000 430			9	WALMART ELEMENTARY GENERAL ED./DISTRICT WIDE/SUPPLIES/GRADES 1-	0	359.23	359.23
19386 WILLMAR HIGH SCHOOL		07/10/2017	1	REPLACES CK #17411 gfb (LOST)	0	200.00	200.00
01 E 300 296 228 000 369				GIRLS ATHLETICS/DISTRICT WIDE/PARTICIPATION FEES/DANCEL		200.00	
19387 XCEL ENERGY		07/10/2017	1	RECREATION-SWIM POOL/COMMUNITY EDUCATION/UTILITY SERVIC	0	21.26	32.46
04 E 500 560 000 321 330						21.26	
01 E 005 810 184 000 330			22	clkfd OPERATIONS AND MAINTENANCE/DISTRICT WIDE/UTILITY SERVIC	0	11.20	11.20
19388 YME SCHOOLS-ADM		07/10/2017	1	INTEREST	0	-1.46	556.45
01 R 005 000 000 000 092				DISTRICT WIDE/DISTRICT WIDE/INVESTMENT EARNINGS/DISTRIC		-1.46	
01 E 399 790 000 320 305			14734	VOIDfern cloud OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)	0	-100.00	-100.00
04 E 500 505 000 321 305			14736	RACHEL TRUDEL COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS	0	286.08	286.08
04 E 500 505 000 321 305			14737	RAELIN ENSTAD COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS	0	286.08	286.08
04 E 500 590 000 321 329			14738	POSTMASTER OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/POSTAGE AN	0	85.75	85.75
19389 YME SCHOOL READINESS		07/10/2017	1	school readiness tuition	0	18,440.00	18,440.00
01 E 100 412 000 740 898				ECSE SPEC ED/STATE FUNDED SPECIAL ED/SCHOLARSHIPS/DISTR		1,100.00	
01 E 100 401 000 740 898				SPEECH/STATE FUNDED SPECIAL ED/SCHOLARSHIPS/DISTRICT WI		5,900.00	
01 E 100 411 000 740 898				AUTISTIC/STATE FUNDED SPECIAL ED/SCHOLARSHIPS/DISTRICT		6,640.00	
01 E 100 405 000 740 898				HEARING IMPARIED/STATE FUNDED SPECIAL ED/SCHOLARSHIPS/D		2,400.00	
01 E 100 404 000 740 898				PHYSICALLY IMPAIRED/STATE FUNDED SPECIAL ED/SCHOLARSHIP		2,400.00	
19390 YME-FOOD SERVICE		07/10/2017	1	milk	0	131.22	1,196.67
04 E 500 582 000 344 490				LEARNING READINESS/LEARNING READINESS/FOOD/DISTRICT WID		131.22	
04 E 500 582 000 344 490			2	lunches	0	1,065.45	1,065.45
				LEARNING READINESS/LEARNING READINESS/FOOD/DISTRICT WID			
19391 ZEP MANUFACTURING CO		07/10/2017	9002878603		0	1,588.99	1,588.99
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		1,588.99	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
68	Computer			Check(s) For a Total of		106,943.62	

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
68	Computer	Checks For a Total of	106,943.62
Total For	68	Manual, Wire Tran, ACH & Computer Checks	106,943.62
Less	0	Voided Checks For a Total of	0.00
		Net Amount	106,943.62

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	2,112.49	-1.46	100,399.45	102,510.48
02	FOOD SERVICE	0.00	0.00	1,867.37	1,867.37
04	COMMUNITY SERVICE	0.00	0.00	2,511.17	2,511.17
09	TRUST FUND	54.60	0.00	0.00	54.60

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
19392	ALL STATE COMMUNICATIONS	07/10/2017	264714	HS FIBER BACKBONE	0	13,457.70	13,457.70
01 E 005 850 900 301 520				FACILITIES/CAPITAL FROM UNRSERVED GENERAL/BUILDING CONS		13,457.70	
19393	ALL STATE COMMUNICATIONS	07/10/2017	264714*	HS FIBER BACKBONE	0	1,495.30	1,495.30
01 E 005 850 900 301 520				FACILITIES/CAPITAL FROM UNRSERVED GENERAL/BUILDING CONS		1,495.30	
19394	APPLE COMPUTER, INC.	07/10/2017	4445537585	170 IPADS	0	49,980.00	49,980.00
01 E 100 203 000 301 556				ELEMENTARY GENERAL ED./CAPITAL FROM UNRSERVED GENERAL/I		49,980.00	
19395	ASSOCIATION OF NUTRITION & FOO	07/10/2017	351537	fy18 dues	0	157.00	157.00
02 E 005 770 000 701 820				FOOD SERVICES/SCHOOL LUNCH/DUES & MEMBERSHIPS/DISTRICT		157.00	
19396	BOND TRUST SERVICES CORPORATIO	07/10/2017	36400	opeb bonds	0	30,653.75	38,313.75
47 E 005 910 000 000 720				DEBT REDEMPTION/DISTRICT WIDE/BOND INTEREST/DISTRICT WI		30,653.75	
			36401	facilities bonds	0	6,760.00	
07 E 005 910 752 000 720				DEBT REDEMPTION/DISTRICT WIDE/BOND INTEREST/ALT FAC D.S		6,760.00	
			36995	opeb bonds	0	450.00	
47 E 005 910 000 000 790				DEBT REDEMPTION/DISTRICT WIDE/OTHER DEBT SVC EXP/DISTRI		450.00	
			36996	fac bond 2014	0	450.00	
07 E 005 910 752 000 790				DEBT REDEMPTION/DISTRICT WIDE/OTHER DEBT SVC EXP/ALT FA		450.00	
19397	COMPANION CORP.	07/10/2017	104443		0	2,590.00	2,590.00
01 E 100 620 000 000 406				EDUCATIONAL MEDIA/LIBRARY/DISTRICT WIDE/INSTRUCTIONAL T		1,295.00	
01 E 300 620 000 000 406				EDUCATIONAL MEDIA/LIBRARY/DISTRICT WIDE/INSTRUCTIONAL T		740.00	
01 E 350 620 000 000 406				EDUCATIONAL MEDIA/LIBRARY/DISTRICT WIDE/INSTRUCTIONAL T		555.00	
19398	DISCOUNT SCHOOL SUPPLY	07/10/2017	W28585760101		0	123.21	123.21
01 E 100 201 000 000 433				KINDERGARTEN/DISTRICT WIDE/INDIVIDUAL INST SUPPLIES/DIS		123.21	
19399	GLENIS I ELLIOTT	07/10/2017	1	WEE READ	0	131.60	131.60
01 E 100 203 182 000 430				ELEMENTARY GENERAL ED./DISTRICT WIDE/SUPPLIES/WEE READ		131.60	
19400	EMC INSURANCE COMPANIES	07/10/2017	1	WORK COMP	0	28,399.00	64,816.23
01 E 005 020 000 000 270				SUPERINTENDENT'S OFFICE/DISTRICT WIDE/WORKERS COMPENSAT		450.00	
01 E 005 110 000 000 270				ACCOUNTING OFFICE/DISTRICT WIDE/WORKERS COMPENSATION/DI		280.00	
01 E 005 810 000 000 270				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/WORKERS COMPEN		6,709.00	
01 E 100 050 000 000 270				PRINCIPAL'S OFFICE/DISTRICT WIDE/WORKERS COMPENSATION/D		480.00	
01 E 100 203 000 000 270				ELEMENTARY GENERAL ED./DISTRICT WIDE/WORKERS COMPENSATI		7,360.00	
01 E 300 050 000 000 270				PRINCIPAL'S OFFICE/DISTRICT WIDE/WORKERS COMPENSATION/D		360.00	
01 E 300 211 000 000 270				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/WORKERS COMPE		6,080.00	
02 E 005 770 000 701 270				FOOD SERVICES/SCHOOL LUNCH/WORKERS COMPENSATION/DISTRIC		3,000.00	
04 E 500 505 000 321 270				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/WORKERS		200.00	
04 E 500 580 000 325 270				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		200.00	
01 E 350 050 000 000 270				PRINCIPAL'S OFFICE/DISTRICT WIDE/WORKERS COMPENSATION/D		220.00	
01 E 350 211 000 000 270				SECONDARY EDUCATION GENERAL/DISTRICT WIDE/WORKERS COMPE		2,600.00	
04 E 500 582 000 337 270				LEARNING READINESS/ECFE SCHOLARSHIPS/WORKERS COMPENSATI		220.00	
04 E 500 582 000 344 270				LEARNING READINESS/LEARNING READINESS/WORKERS COMPENSAT		240.00	
			16-17	FY17 INSURANCE	0	600.00	
04 E 500 560 000 321 340				RECREATION-SWIM POOL/COMMUNITY EDUCATION/INSURANCE/DIST		600.00	
			16-17.		0	35,817.23	
01 E 005 940 000 000 340				PROPERTY AND OTHER INSURANCE/DISTRICT WIDE/INSURANCE/DI		35,817.23	
19401	FIREFLY COMPUTERS	07/10/2017	128840	LENOVO COMPUTERS	0	14,850.00	39,600.00
01 E 100 203 900 301 556				(200) ELEMENTARY GENERAL ED./CAPITAL FROM UNRSERVED GENERAL/I		14,850.00	
			128840-	LENOVO COMPUTERS	0	24,750.00	
01 E 300 211 900 301 556				SECONDARY EDUCATION GENERAL/CAPITAL FROM UNRSERVED GENE		24,750.00	
19402	FRONTLINE PLACEMENT TECHNOLOGI	07/10/2017	INVUS6731124587602	SUB CALLING	0	4,251.87	4,251.87
01 E 005 010 000 000 305				SYSTEM BOARD OF EDUCATION/DISTRICT WIDE/PROFESSIONAL FEES/DIST		4,251.87	
19403	HIGH POINT NETWORKS	07/10/2017	1	PHONE SYSTEM -	0	28,549.55	28,549.55

50%

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 850 900 302 530				FACILITIES/CAPITAL OUTLAY/EQUIPMENT PURCHASES/ONE TIME		28,549.55	
19404	HILLYARD/HUTCHINSON	07/10/2017	602574043		0	4,427.58	4,427.58
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/DISTRICT WIDE/CUST/REPAIR SU		4,427.58	
19405	INNOVATIVE OFFICE SOLUTIONS LL	07/10/2017	1663446		0	585.00	585.00
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		585.00	
19406	ISCORP	07/10/2017	1	SKYWARD FINANCE	0	195.50	195.50
01 E 005 110 000 000 350				ACCOUNTING OFFICE/DISTRICT WIDE/REPAIRS AND MAINTENANCE		195.50	
19407	MESPA	07/10/2017	4101	17-18 dues	0	910.00	910.00
01 E 100 050 000 000 820				PRINCIPAL'S OFFICE/DISTRICT WIDE/DUES & MEMBERSHIPS/DIS		910.00	
19408	MINNESOTA ELEVATOR TOTAL ELEVA	07/10/2017	712242	INSPECTION	0	352.28	352.28
01 E 005 865 000 347 305				LONG TERM FACILITY MAINT./PHYSICAL HAZARD CONTROL/PROFE		352.28	
19409	MN RURAL EDUCATION ASSOC.	07/10/2017	17-18	dues	0	1,903.00	1,903.00
01 E 005 010 000 000 305				BOARD OF EDUCATION/DISTRICT WIDE/PROFESSIONAL FEES/DIST		1,903.00	
19410	MINNESOTA SCHOOL BOARD ASSOC.	07/10/2017	17609Q1V6K7	2017-18 DUES	0	4,410.00	4,410.00
01 E 005 010 000 000 820				BOARD OF EDUCATION/DISTRICT WIDE/DUES & MEMBERSHIPS/DIS		4,410.00	
19411	MVCC	07/10/2017	17-18	spec ed contract	0	154,983.35	154,983.35
01 E 200 420 978 740 396				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		154,983.35	
19412	NATIONAL ASSOC. OF SCHOOL RESO	07/10/2017	21389MN		0	495.00	495.00
01 E 005 640 000 316 366				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-SCHOOL BUSIN		495.00	
19413	PITNEY BOWES	07/10/2017	3101400901	postage meter	0	695.85	695.85
01 E 005 020 000 000 370				SUPERINTENDENT'S OFFICE/DISTRICT WIDE/RENTALS AND LEASE		695.85	
19414	RILEY BUS SERVICE, INC.	07/10/2017	11123	PLYMOUTH 7-26-17	0	890.00	890.00
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		890.00	
19415	RSCHOOL TODAY	07/10/2017	31885		0	785.00	785.00
01 E 300 292 000 000 405				BOYS/GIRLS ATHLETICS/DISTRICT WIDE/SOFTWARE ETC/DISTRIC		785.00	
19416	SAM'S CLUB	07/10/2017	3410832817746	17-18 MEMBERSHIP	0	45.00	45.00
01 L 230 21				GENERAL FUND/DEFERRED REVENUE/CONCESSIONS		45.00	
19417	SCHOOLPOINTE	07/10/2017	6307	website	0	3,000.00	3,000.00
01 E 005 010 000 000 405				BOARD OF EDUCATION/DISTRICT WIDE/SOFTWARE ETC/DISTRICT		3,000.00	
19418	SCHOOL SPECIALTY SUPPLY, INC.	07/10/2017	208118389478		0	128.45	185.38
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED./DISTRICT WIDE/SUPPLIES/DISTRICT		128.45	
01 E 100 201 000 000 430				5979605 KINDERGARTEN/DISTRICT WIDE/SUPPLIES/DISTRICT WIDE	0 56.93	56.93	
19419	SPORTDECALS SPORT & SPIRIT PRO	07/10/2017	ARINV 505188		0	265.50	265.50
01 E 300 294 211 000 401				BOYS ATHLETICS/DISTRICT WIDE/GENERAL SUPPLIES/FOOTBALL		265.50	
19420	SUPREME SCHOOL SUPPLY	07/10/2017	683001		0	88.11	88.11
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED./DISTRICT WIDE/SUPPLIES/DISTRICT		88.11	
19421	SUSSNER CONSTRUCTION, INC.	07/10/2017	17055-0717	concrete work	0	38,673.00	38,673.00
01 E 005 865 000 384 511				LONG TERM FACILITY MAINT./SITE PROJECTS LTFM/SITE/GROUN		38,673.00	
19422	SUSSNER CONSTRUCTION, INC.	07/10/2017	17055-0717--	concrete work	0	4,297.00	4,297.00
01 E 005 865 000 384 511				LONG TERM FACILITY MAINT./SITE PROJECTS LTFM/SITE/GROUN		4,297.00	
19423	TAMS-WITMARK MUSIC LIBRARY INC	07/10/2017	V26984		0	51.25	51.25
01 E 300 298 236 000 401				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/GENERAL SUPPLI		51.25	
19424	TAYLOR PUBLISHING	07/10/2017	172830	DEPOSIT 2017	0	2,700.00	2,700.00
01 L 230 88				YEARBOOK			
				GENERAL FUND/DEFERRED REVENUE/YEARBOOK-HIGH SCHOOL		2,700.00	
19425	UMB BANK NA	07/10/2017	2	YM1B	0	39,161.25	39,161.25

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
07 E 005 910 751 000 720				DEBT REDEMPTION/DISTRICT WIDE/BOND INTEREST/CAP/ENRGY D		39,161.25	
19426	Vendor Continued Void	07/10/2017					0.00
19427	Vendor Continued Void	07/10/2017					0.00
19428	Vendor Continued Void	07/10/2017					0.00
19429	VISA	07/10/2017	17	us first	0	450.00	3,111.53
01 E 100 298 198 000 369				EXTRACURRICULAR ACTIVITIES/DISTRICT WIDE/PARTICIPATION		450.00	
01 E 300 211 000 000 433			19	ADOBE SECONDARY EDUCATION GENERAL/DISTRICT WIDE/INDIVIDUAL IN	0	179.94	179.94
04 E 500 505 000 321 405			19-	ADOBE CREATIVE CLOUD COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/SOFTWAR	0	179.94	179.94
01 E 100 203 407 000 430			20	plank road pub. ELEMENTARY GENERAL ED./DISTRICT WIDE/SUPPLIES/ELEM MUSI	0	109.95	109.95
01 E 100 201 000 000 430			24	lakeshore KINDERGARTEN/DISTRICT WIDE/SUPPLIES/DISTRICT WIDE	0	166.59	166.59
01 E 100 201 000 000 433			24-	lakeshore KINDERGARTEN/DISTRICT WIDE/INDIVIDUAL INST SUPPLIES/DIS	0	29.99	29.99
01 E 100 203 400 000 433			25	AMAZON ELEMENTARY GENERAL ED./DISTRICT WIDE/INDIVIDUAL INST SU	0	7.04	7.04
01 E 100 201 000 000 430			26	DRAPHIX/TEACHER DIRECT KINDERGARTEN/DISTRICT WIDE/SUPPLIES/DISTRICT WIDE	0	291.52	291.52
01 E 100 201 000 000 430			27	DRAPHIX/TEACHER DIRECT KINDERGARTEN/DISTRICT WIDE/SUPPLIES/DISTRICT WIDE	0	274.45	274.45
01 E 100 201 000 000 433			27-	draphix KINDERGARTEN/DISTRICT WIDE/INDIVIDUAL INST SUPPLIES/DIS	0	203.86	203.86
01 E 100 201 000 000 433			28	draphix KINDERGARTEN/DISTRICT WIDE/INDIVIDUAL INST SUPPLIES/DIS	0	110.24	110.24
01 E 100 203 000 000 433			29	draphix ELEMENTARY GENERAL ED./DISTRICT WIDE/INDIVIDUAL INST SU	0	126.36	126.36
01 E 100 203 000 000 430			30	draphix ELEMENTARY GENERAL ED./DISTRICT WIDE/SUPPLIES/DISTRICT	0	53.72	53.72
01 E 100 203 407 000 430			31	AMAZON ELEMENTARY GENERAL ED./DISTRICT WIDE/SUPPLIES/ELEM MUSI	0	5.99	5.99
01 E 100 201 000 000 430			33	AMAZON KINDERGARTEN/DISTRICT WIDE/SUPPLIES/DISTRICT WIDE	0	25.69	25.69
01 E 100 203 400 000 433			34	AMAZON ELEMENTARY GENERAL ED./DISTRICT WIDE/INDIVIDUAL INST SU	0	60.62	60.62
01 E 100 201 000 000 430			35	AMAZON KINDERGARTEN/DISTRICT WIDE/SUPPLIES/DISTRICT WIDE	0	32.04	32.04
01 E 100 203 000 000 430			36	lakeshore ELEMENTARY GENERAL ED./DISTRICT WIDE/SUPPLIES/DISTRICT	0	249.47	249.47
01 E 100 201 000 000 430			37	walmart KINDERGARTEN/DISTRICT WIDE/SUPPLIES/DISTRICT WIDE	0	103.60	103.60
01 E 100 203 407 000 430			38	AMAZONS ELEMENTARY GENERAL ED./DISTRICT WIDE/SUPPLIES/ELEM MUSI	0	22.98	22.98
01 E 100 203 400 000 433			40	lego ed ELEMENTARY GENERAL ED./DISTRICT WIDE/INDIVIDUAL INST SU	0	312.23	312.23

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 100 203 400 000 460		48		AMAZON ELEMENTARY GENERAL ED./DISTRICT WIDE/BOOKS/WORKBOOKS/GR	0	29.86	29.86
01 E 100 203 400 000 460		49		AMAZON ELEMENTARY GENERAL ED./DISTRICT WIDE/BOOKS/WORKBOOKS/GR	0	74.60	74.60
01 E 005 630 199 000 401		8		AMAZON TECHNOLOGY INSTRUCTIONAL/DISTRICT WIDE/GENERAL SUPPLIES	0	10.85	10.85
		38	Computer	Check(s) For a Total of			505,676.79

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
201700001	UMB BANK NA	07/10/2017	1	YMLA	0	146,580.00	146,580.00
	07 E 005 910 750 000 720			DEBT REDEMPTION/DISTRICT WIDE/BOND INTEREST/ALT FAC D.S		146,580.00	

1 Wire Transfer Check(s) For a Total of 146,580.00

0	Manual	Checks For a Total of	0.00
1	Wire Transfer	Checks For a Total of	146,580.00
0	ACH	Checks For a Total of	0.00
38	Computer	Checks For a Total of	505,676.79
Total For	39	Manual, Wire Tran, ACH & Computer Checks	652,256.79
Less	0	Voided Checks For a Total of	0.00
		Net Amount	652,256.79

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	2,745.00	0.00	419,769.85	422,514.85
02	FOOD SERVICE	0.00	0.00	3,157.00	3,157.00
04	COMMUNITY SERVICE	0.00	0.00	2,529.94	2,529.94
07	DEBT REDEMPTION	0.00	0.00	192,951.25	192,951.25
47	OPEB DEBT SERVICE FUND	0.00	0.00	31,103.75	31,103.75

Yellow Medicine East #2190

Board Report

July 10, 2017

Ending

7/5/2017

2017-18 By Fund	Original 2017-18	Year to Date Expenditures	Budget Balance	Percent Expended	For Comparison
					2016-17 YTD Expended
General	10,114,437	335,887	9,778,550	3.32%	2.19%
Food Service	448,378	3,157	445,221	0.70%	0.00%
Community Service	431,010	2,530	428,480	0.59%	0.00%
Debt Red.	1,191,813	192,951	998,862	16.19%	17.33%
OPEB Trust	225,729	0	225,729	0.00%	0.00%
OPEB Debt Service	192,308	31,104	161,204	16.17%	17.53%
Total	12,603,675	565,629	12,038,046	4.49%	3.76%

Year to date amounts include current month's accounts payables plus previous month's payroll.

Salaries % expended to date (approximately)

Contracted July-June	Supt/Finance/Maint/Comm Ed	0.00%
Contracted August-July	Principals/Fd Svc Director	0.00%
Contracted Sept-August	Teachers/Nurse	0.00%
12 Month Non-certified	Secretaries	0.00%
12 Month Non-certified	Custodians	0.00%
9 Month non-Certified	Assistants/Cooks	0.00%

Liquid Asset Fund

Month End Cash Invested 6/30/2017 \$4,212,828.04 General Closing Market Value

Electronic Fund Transfers/ACH Transfers/LAF Check

From To

6/7/2017	\$ 249.77	rSchool Fees	LAF	rSchool
6/20/2017	\$ 370,000.00	Board Accounts Payable	LAF	Granite Falls Bank
6/22/2017	\$ -	Payroll (F&M Bank)	LAF	F&M Bank
6/22/2017	\$ 309,968.31	Payroll (Direct Deposit)	LAF	Granite Falls Bank
6/22/2017	\$ -	Board Accounts Payable	LAF	Granite Falls Bank
	\$ -	Sales Tax	LAF	Mn. Dept. of Revenue
	\$ -	PERA Trust (OPEB)	OPEB Trust	LAF

Trust Fund (PERA) OPEB \$700,767.51 Ending 7/5/2017

**CONTRACT FOR SCHOOL DISTRICT USE IN CONTRACTING WITH THE
MINNESOTA VALLEY COOPERATIVE CENTER FOR THE PURCHASE OF
SERVICES**

THIS CONTRACT, entered into this 1st day of August, 2017, by and between School District #2190, Yellow Medicine East, Granite Falls, Minnesota, (hereinafter referred to as the SCHOOL DISTRICT) and Minnesota Valley Cooperative Center, 450 9th Avenue, Granite Falls, Minnesota, 56241 (hereinafter referred to as the MVCC) witnesses that:

WHEREAS, the Board of Education of Yellow Medicine East, District #2190 is concerned with providing Special Education for youth and adults, and

WHEREAS, cooperation with neighboring districts will result in the greatest efficiency in providing a variety of Special Education programs,

THEREFORE, BE IT RESOLVED: that the Board of Education of Yellow Medicine East, District #2190, desires to purchase Special Education services from the Minnesota Valley Cooperative Center for the 2017-2018 school year.

1. The MVCC shall provide the following services:

A licensed Director of Special Education/Administrative Assistant to work for the Yellow Medicine East School. The Director/Administrative Assistant will provide services in the areas of fiscal management, third party billing, completing applications for State and Federal laws regarding the provision of Special Education services, to insure that Due Process Laws are followed in order to meet compliance with the Office of Monitoring & Compliance, to comply with legal mandates in regard to the Early Intervention Interagency Committee and the Interagency Transition Committee, and to complete other responsibilities as outlined in the Director's Job Description.

Licensed Special Education Instructors/therapists to provide services as determined by identified student needs.

Non-certified paraprofessional staff to provide services as determined by identified student needs.

- 2. The MVCC shall perform these services at the Yellow Medicine East Schools and out of the MVCC offices housed in Granite Falls.**
- 3. The date the service will begin is August 2017, and shall continue until June 2018, for an estimated cost of \$1,859,800.18. This cost is a budget estimate and may be adjusted at the end of the school year if necessary.**
- 4. The Yellow Medicine East School District shall make payments for the services rendered to MVCC as follows:**

The Yellow Medicine East School District will be billed for the cost of Special Education programs through invoices, with total payments equaling no more than \$1,859,800.18.

5. The SCHOOL DISTRICT shall monitor the services which the MVCC provides as follows:

To insure that services are being provided on a regular weekly and timely basis. The MVCC will be notified of any deviations in the time allotment.

6. Either party may terminate this Agreement as follows:

Notice must be given to the MVCC and visa versa by March 15th to terminate such service provision.

Signed

YELLOW MEDICINE EAST #2190

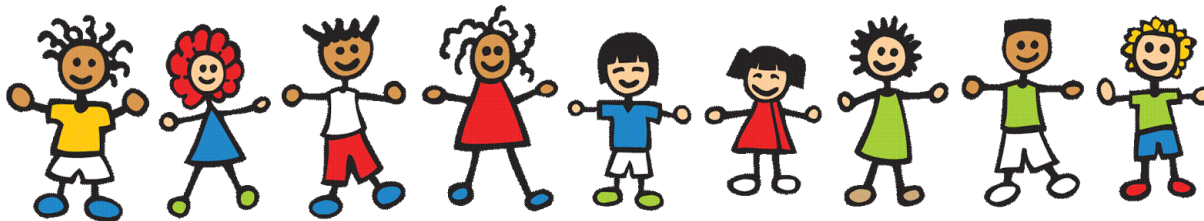
By: _____, Chairman

Date: _____, 2017

MINNESOTA VALLEY COOPERATIVE CENTER
450 9TH AVENUE
GRANITE FALLS, MN 56241

By: _____, Chairman

Date: _____, 2017



Bert Raney Elementary Board Report

July 2017

Mrs. Hansen, Elementary Principal

BRE - Current Enrollment

	8/16	9/16	10/16	11/16	12/16	1/17	2/17	3/17	4/17	5/17	6/17	7/17
K	44	46	44	43	44	46	44	44	44	44	X	X
1st	56	57	57	57	58	58	58	59	59	59	X	X
2nd	51	51	51	51	53	54	54	55	56	55	X	X
3rd	66	67	66	67	67	67	66	66	66	66	X	X
4th	54	54	54	54	54	56	56	56	56	56	X	X
5th	55	52	52	52	52	52	52	53	53	53	X	X
Total	326	327	324	324	328	333	330	333	334	333	X	X

<p>BRE Happenings</p> <p>Data Review</p> <ul style="list-style-type: none"> ● BRE 2016-17 ● Data ● Goals ● What now? <p>Science Update</p> <ul style="list-style-type: none"> ● FOSS boxes ● Inventory ● Mapping ● Planning for 17-18 & 18-19 <p>Handbook Information</p> <ul style="list-style-type: none"> ● Changes <p>End of the Year Activities</p> <ul style="list-style-type: none"> ● Sting Pride Trip ● Fun Day <p>Fun in the Sun at BRE</p> <ul style="list-style-type: none"> ● Information <p>Capital/Renovation Overview / Summer 2017</p> <ul style="list-style-type: none"> ● Overview 	<p>BRE Goals for 2017-18:</p> <p>SMART Goal: The percentage of students in grades 1-5 at grade level on the Star Reading assessment, will increase 5% from spring 2017 to spring 2018.</p> <p>SMART Goal: The percentage of students in grades 1-5 at grade level on the Star Math assessment, will increase 3% from spring 2017 to spring 2018.</p> <p>Additional Goal: By May of 2018, Bert Raney Elementary staff will have access to resources and training relative to the integration of technology in the areas of math and reading, 3 or more times during the 2017-18 school year.</p>
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Bert Raney Elementary School
Student Handbook
2017-18



Bert Raney Elementary School
555 7th Avenue
Granite Falls, MN 56241
Phone: 320.564.4082 option 3
Fax: 320.564.4427
Principal: Mrs. Hansen

***Our Motto: A Community of Learners Building
a Foundation for Future Success!***

Dear Families,

On behalf of the Bert Raney Elementary staff, I would like to welcome you back to school! A special welcome to our new students and staff members who will be joining us for the 2017-18 school year.

This handbook is provided for your information and outlines procedures that relate to the policies adopted by the Yellow Medicine East School Board. This handbook is a reference regarding your child's responsibilities and rights based on the expectations and policies adopted by the school district. Please realize this handbook does not cover all situations, but is intended as a guide to follow.

The Yellow Medicine East School Board approved this handbook and its contents at their XXX 2017 board meeting. This handbook may be changed or amended during the school year. Changes made throughout the school year can be viewed on our school's Web site, <http://www.isd2190.org>.

If you have questions or concerns, please feel free to contact me via phone 320.564.4082 ext 114, via email at lhansen@isd2190.org, or stop in to visit!

Sincerely,

Mrs. Hansen, Principal
Bert Raney Elementary School

QUICK FACTS

SCHOOL	BERT RANEY ELEMENTARY
PHONE NUMBER	320-564-4082 ext. 3
FAX NUMBER	320-564-4427
ADDRESS	555 7TH AVE
INTERNET WEB SITE	http://www.isd2190.org
MISSION	TO PROVIDE A CARING ENVIRONMENT OF HIGH EXPECTATIONS THAT PREPARES EVER STUDENT FOR A SUCCESSFUL FUTURE AND INSTILLS THE VALUE OF LEARNING.
ELEMENTARY PRINCIPAL	MRS. HANSEN
ELEMENTARY SECRETARIES	LIZ DEBLIECK, NICOLLE KOTEK
OFFICE HOURS	7:00 AM TO 3:45 PM
SCHOOL HOURS	8:15 AM TO 3:00 PM
SUPERINTENDENT OF SCHOOLS	DR. RICK CLARK

YELLOW MEDICINE EAST SCHOOL BOARD MEMBERS:

CHAIR..... DAWN ODEGARD	VICE CHAIR..... SHARON RUPP
CLERK..... STEVE RUPP	TREAS.....JEREMY CORNER

MEMBERS: SUSAN BONES, AMANDA LECY, SONJA PEDERSON

BERT RANEY ELEMENTARY STAFF:

KINDERGARTEN	KRISTINA BLACKWELDER, ANGIE JANS, SAMANTHA GORT
FIRST GRADE	MARYELLA CLOUSE, BECKY LEISETH, KERRI SHACKELFORD
SECOND GRADE	BEV IMS, MARY JENSEN, JOANELLE SANNERUD
THIRD GRADE	STEVE KOETTER, THERESA LIGHTFOOT, JULIE RUNIA
FOURTH GRADE	EMILY ENGER, TRICIA JESSEN, PETE SCHEFFLER
FIFTH GRADE	ASHLY COLE, AMY HOERNEMANN, LOUANN PASLAWSKI
AMERICAN INDIAN FAMILY LIAISON	LAURIE BLUE- POOLER
ART	TAMARA ISFELD
CUSTODIANS/MAINTENANCE	TIM KNUTSON, TERRY PAULSON, RON POOLER, TODD REISHUS, FRANCIS STAAB, JAMES POOR THUNDER
ELL	JIANA ROBERTSDAHL
MUSIC	BETH JAHN, KRISTEN CASTIGLIONE
NURSE	CASSIE SUTER
PHYSICAL EDUCATION	MARY GREY
TECHNOLOGY	BETH JAHN, DARLYS LISTUL
TITLE I	ROXIE TANNER
SOCIAL WORKER	MARGO VANMOER
SPECIAL NEEDS	LYNDSAE DACK, DANA JOHNSON, KEISHA LOUWAGIE, LESLIE REFLAND, DANAE RUPP, DAVE SCHUELER, MELISSA SCHULTE
SPEECH CLINICIANS	JUNE FRENCH, JEN THULL
TAG COORDINATOR	ELAINE HALVERSON
YME/MVCC PARAPROFESSIONALS	JULIE AMMERMANN, MISSY ARNESON, KELLY BARAGAR, NAOMI BARBER, BERNADETTE CARSTENSEN, KATHY ENNINGA, JILL FRY, DAWN HALVORSON, CARRIE KNUDSON, DONNA KOSAK, KATIE LAVIN, JENNIFER LUEPKE, CHAR MIDTHUN, JULIE NORDAUNE, ANGIE OLSON, CAROLYN OLSON, PAULA PANITZKE, LORI SCHINDELE, TAMI SMITH, TIFFANY TENNIS, CONNIE TIMM, NANCY TRUDEL, PAM WEBER, TAMMY ZIESKE

PROCEDURES

ACCESS TO SCHOOL RECORDS- DIRECTORY INFORMATION

Under the Family Educational Rights and Privacy Act (FERPA), parents or 18-year-old students have the right to review and inspect school records pertaining to the student. Requests should be made to the Elementary Principal who will arrange for the records to be reviewed.

With the exception of data collected by a public school on certain nonpublic students and parents, directory information related to a student may be released and made public without the written consent of the parents (or an eligible student) if the district gives public notice of the categories of information which it has designated as directory information. (See MSBA/MASA Policy Reference Manual - Model Policy No. 515.) Directory information is defined by federal law. The federal law and regulations provide that the following information may be considered directory information:

- The student's name; address; telephone listing; electronic mail address; photograph; date of birth; place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance (dates of attendance means the period of time during which the student attends or attended a school or schools in the school district. The term does not include specific daily records of a student's attendance at a school or schools in the school district.); grade level; enrollment status; degrees; honors and awards received; and the most recent educational agency or institution attended by the student. Parents or legal guardians may refuse to permit designation of any or all of the above categories as directory information. This refusal should be made in writing and be communicated to the Elementary School Principal by September 15 of each year.

Directory information may also include the name, address, and telephone number of the student's parent(s). Data on nonpublic school students collected by a public school is private data and may not be designated as directory information unless prior written consent is given by the child's parent or guardian. Minn. Stat 13.32, Subc. 4a.

ALLERGY (Peanut/Nut/Latex/Pets)

Yellow Medicine East School District is "nut safe". Our schools are NOT completely peanut/tree nut free, but measures are put in place to provide a safe environment for students with known peanut/tree nut allergies. Yellow Medicine East School District is a "latex-free" environment.

The Yellow Medicine East School Board has passed a resolution that no latex products will be allowed in the district school buildings. This resolution was made to address the increasing number of latex allergies to people of all ages. This ban includes balloons, gloves, erasers, or any other product made from latex rubber.

Visiting pets/animals are prohibited in YME schools. An exception will be made for service animals and approved classroom curriculum units involving animals as part of a lesson or lessons.

ARRIVAL/DISMISSAL TIME

If your child does not ride the bus, please time his or her arrival for **8:00AM**. The elementary cafeteria and downstairs hallway will be supervised at this time. All students should report to the cafeteria or lower hallway. Breakfast will be served from 7:45 - 8:10AM. Students who would like breakfast in grades K-5 should go directly to the BRE cafeteria. By 8:15AM all students should be in their classrooms. Students may go to their classrooms when the first bell rings at 8:00AM. Classes will begin at 8:15AM and end at 2:55PM.

ATTENDANCE

We believe:

- Students with regular attendance achieve better academically at school
- Students with regular attendance are better adjusted to school
- Learning that is lost due to absence can never be adequately replaced
- Students with regular attendance have an understanding of the purpose and direction of their education

School attendance laws of Minnesota require that children must attend school regularly. Children are required to be in school every day unless they are ill or there is an emergency in the family. If your child is absent from school, please call 320 564-4082, ext 244 before 9:30AM and leave a message or give the secretary the following information: name of student, grade, teacher, length and reason for absence and note whether or not you will be picking up homework.

5 Day per Quarter Absence Rule

If a student is absent (excused or unexcused) from school more than five times per quarter, parents will be required to meet with administration to determine if additional support and resources are required for the student to improve his/her attendance in the future. Doctor excused absences do not count toward the 5 Days per Quarter Absence Rule.

A student will be marked tardy if he/she arrives at school any time within one hour of the start of the school day, between 8:15AM and 9:15AM. If arrival is after 9:15AM a student will be marked absent ½ day. If the student leaves before 4:30PM 2:30PM for the remainder of the day, the student will be marked absent ½ day.

Excused Absence

Excused absences are for all legitimate reasons. Administration will determine the legitimacy of all absences. A student has the right and obligation to make up any work missed. The student will be required to make arrangements with the teacher to make up any school work missed to receive a grade. ~~The state of Minnesota recognizes the following reasons for absence: illness, serious illness in the immediate family, a death in the family or of a close friend or relative, medical, dental or orthodontic treatment or counseling appointment, court appearance, religious instruction, or inclement weather. Absence must be excused within 24 hours or the absence may remain unexcused. A note from a parent/guardian will be accepted the next morning. Other reasons that could be acknowledged are personal requests for absence made 24 hours in advance (e.g. legal appointments, religious activities, travel, family vacations, school activities).~~

The following reasons constitute excused absences:

- Illness. A physician's statement will be required after three consecutive days of illness.
- Family leave (emergency, funerals, serious family illness)
- Religious observances
- School sponsored events
- Suspension

An absence must be excused within 2 days or the absence will remain unexcused.

Unexcused Absence

Unexcused absences are for reasons not acceptable by school officials. ~~Parents/guardians should not request permission for absence for personal convenience reasons (e.g. babysitting, running errands, oversleeping, missing the bus, etc.) Calls and notes not received within 24 hours of the absence will be considered unexcused. A doctor's note may be required for absences.~~ The following are examples of unexcused absences: oversleeping, running late, refusal by student, missing the bus, running errands, shopping, babysitting, haircuts, etc.

1. Three unexcused absences in a school year will result in parent notification.
2. Five unexcused absences in a school year will result in parent notification and a notification will be sent to the school district's social worker. The 5 Day per Quarter Absence Rule will go into effect if the absences occurred within one quarter.
3. Seven unexcused absences in a school year will result in truancy/educational neglect charges being filed through the County Child Protective Services.

Tardy

A student will be considered tardy if he/she is not in their classroom by 8:15AM. Students who are late should report to the office to receive a tardy slip before going to their classroom. Tardiness is unfair to the child who misses instruction and also interrupts the classroom learning for the other students.

1. Excessive tardies may require a meeting with school personnel.

Truancy/Educational Neglect

A student who misses the whole day or part of the day without the consent of either the school or parent/guardian is considered truant. It is considered educational neglect when a child under the age of 12 is absent from school without lawful excuse for seven days in a school year. The school is legally required to report educational neglect to the County Child Protective Services if the parent provides no excuse or an insufficient excuse, which deems the absence as unexcused.

BEHAVIOR EXPECTATIONS/PBIS PRIDE - “Practicing Respect in all I Do Everyday!”

PBIS sets building-wide expectations and encourages students to make positive behavior choices. Building expectations are modeled by all staff, displayed in all areas of the building, and are to be followed by all students. See the chart below for the specific expectations:

	All Settings	Classroom	Hallways	Playground	Cafeteria	Bathroom	Bus
Respect Myself	Be safe Be prepared Do your best	Make good choices Be honest	Walk Stay in own space	Be active Be safe	Eat own food Take your time Stay seated	Do your business Flush Wash hands	Stay seated on bottom Face forward
Respect Others	Be kind Hands to self Feet to self	Be kind Use appropriate voices Follow directions Stay in own space	Voices off Hands to self Feet to self Walk to the right	Play safe Play fair Include others Share equipment	Use quiet voice Hands to self Feet to self Practice good table manners	Use quiet voice Give others privacy	Use quiet voice Hands to self Feet to self
Respect Property	Keep it clean Keep school in good condition	Keep it clean Keep classroom in good condition	Keep it clean Hands to self Feet to self	Keep it clean Use equipment properly	Keep it clean Keep your food on your tray	Keep it clean Turn water off	Keep it clean Keep bus in good condition

The goal of this plan is to promote a safe and caring environment where all students are taught the difference between appropriate and inappropriate behavior.

BIKE SAFETY

If parents approve, students may ride their bicycle to school. Children should follow all bicycle safety rules, which include one person on a bike. We also encourage students to wear bicycle helmets. Students should park their bicycles in the appropriate bike racks. We recommend that only children in the third through the fifth grades ride their bicycles to school.

Children are not permitted to ride their bikes during the school day. Bicycles should be locked in the bike rack as it is not possible to guarantee their supervision.

BIRTHDAY TREATS

You may send treats with your child to help celebrate their birthday. All treats must be commercially made. **BERT RANEY ELEMENTARY IS A PEANUT/TREE NUT SAFE BUILDING. PLEASE REMEMBER THIS WHEN YOU PURCHASE SNACKS.** Suggestions for optional treats would be: fresh fruit, ice cream treats, pencils, stickers, small notepads, etc. Please make sure that enough treats are sent for all classmates.

- Unless all the boys and girls in your child's homeroom are invited to a party, birthday invitations should not be distributed at school. Please send them through the mail or contact the parents directly.
- We celebrate each student's birthday with a monthly birthday treat given at lunchtime.

BOOKS AND EQUIPMENT

Each student is responsible for the good care and return of all books and equipment. He or she should have respect for all school furnishings. When a child has books at home, it is expected that the parent will assist the child in the proper care of the books and in getting them to return the books as soon as possible to the school.

Books and equipment that are lost or destroyed will be valued based on age. An appropriate fine will be charged to the student who has misplaced or misused the material, according to MN Statute 120.74, subd. 1.

BULLYING

Bullying means any written or verbal expression, physical act or gesture, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another's educational benefits, opportunities, or performance.

Upon receipt of a complaint the school district shall undertake or authorize an investigation by district officials or a third party designated by the school district. The district may take immediate steps to protect the complainant, reporter, or other students pending the completion of the investigation. Upon completion of the investigation the district will take appropriate action. Action may include but not be limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Additional information can be viewed on our school Web site, <http://www.isd2190.org> Policy #514.

BUS TRANSPORTATION

Students who ride buses should assemble at the bus stops not earlier than 5 minutes before the scheduled arrival of the bus. If your child is to ride a bus other than their regular bus, please notify the office in writing or by phone. Students will not be permitted to ride on any other than their assigned bus without permission. Students need a written note from the office before riding a bus other than their regular bus. Instruct your child in the procedure he/she should use if they should miss their bus after school. They should report to the office or their classroom teacher so that transportation arrangements can be made.

State law mandates that all students must meet State Bus Training requirements. Students will be provided with training and must meet the basic requirements to be eligible to ride school buses.

The responsibility of a school bus driver is great. They cannot do a good job if there is distraction and confusion. The cooperation of bus students and their parents is needed for good bus behavior. Children whose behavior jeopardizes their safety and the safety of others by distracting the driver may lose the privilege of riding. Loss of riding privileges also means that students will not be able to be transported during the school day for field trips. Student misconduct will be reported to the parent by the transportation department. Eating, chewing gum, and/or drinking beverages is prohibited on regular bus routes.

BRE Transportation is provided by Bennett and Bennett Transportation. Please direct busing questions and concerns to Bennett and Bennett Transportation at 320-564-4766.

CELL PHONES

Unless approved by a staff member, BRE does not allow the use of cell phones during the school day. Students are encouraged to leave their cell phones at home, but if they are brought to school may be left in their lockers, backpacks or other storage as provided by their teacher. If there is an emergency, please call the office and we will make sure the student receives the message promptly. All rooms are accessible by email, telephone and/or the intercom and we will deliver messages in a timely manner.

COMMUNITY USE OF SCHOOL FACILITIES

Community groups are encouraged to use school facilities when they are not being used for school or student events. We are proud of our facility and would like you to see and use it. Call the Community Education office to make arrangements to use the building. 564-4084 x111.

CONFERENCES AND REPORT CARDS

Parent-teacher conferences are scheduled in the fall and spring. If needed or desired, parents or teachers may request special conferences at any other time of the year.

Report cards are issued to students in grades 2 through 5 at the end of each quarter. Kindergarten and grade 1 report cards are issued at the end of each semester. This report reflects the student's performance in terms of his or her maturity and ability. Students are assessed in subject areas as well as in student habits and social growth areas. The following will apply to reporting students' progress:

1. Grades should reflect students' daily work, class participation, and test/quiz results.
2. No "F" will be issued unless parent(s) have been informed of academic concerns prior to the end of the grading period.
3. Special needs students may be graded in a manner determined by the special needs instructor and noted in their Individualized Education Plan.

Individual teachers may also correspond with parents in other ways during the course of the school year.

CYBERBULLYING

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or web site postings,

including blogs; also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

DISCIPLINE

Bert Raney Elementary has implemented Positive Behavior Intervention Supports (PBIS) schoolwide. The PBIS process encourages students to make positive behavior choices by following building expectations. Building expectations are taught by classroom instructors, modeled and expected by all staff, and should be followed by all students.

DRESS CODE

We believe that there is a positive relationship between dress and attitudes. Students are expected to show good judgment in dress and grooming at all times. We encourage students to dress in a neat and attractive manner that reflects pride in themselves and their school. Any appearance that causes adverse comment or undue attention when it detracts from the educational program of the school will not be allowed. When grooming and/or appearance is detrimental to student safety or of questionable taste, this will necessitate a change in appearance and/or grooming. Students will be required to change these items. Students may not wear clothing that advertises for tobacco or alcohol companies or that is sexually suggestive or offensive. Exposed undergarments will not be allowed. No gang related clothing, colors, or symbols will be tolerated. A simple rule is neatness and decency. The atmosphere and general quality of the school is often judged by the action and appearance of students.

Be sure that your children are dressed appropriately for the weather. Children do go out for play and should be dressed each day with this in mind.

DRUG-FREE SCHOOL

It is the goal of District 2190 to maintain a safe and healthy environment for staff and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district's student medication policy. A student who violates this policy shall be subject to discipline in accordance with the district's discipline policy. Such discipline may include suspension or expulsion from school.

EMERGENCY INFORMATION

We request that we have on file the name, address and phone number of a relative or friend in case we cannot reach you in an emergency. If you have a regular schedule of activities, please let us know your schedule along with the phone numbers where you can be reached. Cell phone numbers and email addresses are also useful if you have them. It is essential that this record be kept current. A new form should be completed at the beginning of each new school year. This form will be distributed with other back to school information. Please let the office know if there are any changes or additions during the year.

EMERGENCY SCHOOL CLOSINGS

In case of emergency or inclement weather, school may be dismissed early. Buses will leave soon enough to enable them to make their route. However, if this is impossible, children will be housed where the parents desire them to be. Emergency care slips are provided for parents to designate this information. If we have your phone number on file, you will receive an automated call or text through the "JMC Messaging" system. Radio stations and TV stations will carry early morning announcements of school closings and also announcements relative to early dismissal because of inclement weather:

If your child is to go somewhere other than their normal destination on an early dismissal day, please notify the school in the fall.

ENGLISH LANGUAGE LEARNER PROGRAM

The ELL/ESL program is available to assist students whose first language is one other than English. Students qualify for services based on test scores as well as parent and teacher recommendations. Students who meet the qualifications receive help from an English as a Second Language instructor.

FIELD TRIPS

Field trips are planned for grade levels throughout the course of the school year. They are intended to extend the learning that has occurred in the classroom. We believe that it is a privilege that students earn by demonstrating responsible behavior at school on a daily basis. Simply put, this means that the students are responsible for

completing their assignments in a timely fashion and have school work up to date at the time of the field trip. It also means that they have demonstrated appropriate behavior both in the classroom and around the school.

Specific information about field trips for individual grade levels will be shared with parents. A blanket field trip permission form is to be signed by the parent.

FOOD SERVICE PROGRAMS

Each family has a food service account and all family members eating in school utilize the same account. The account is intended to be a pre-paid charge account so meals are paid for prior to your family member using the account. The Food Service Department will send out or email a "LOW BALANCE NOTICE" when your account reaches \$10.00, at that time money should be added to your account to maintain a positive balance. Food Service Payments can be made by sending money with your student to school, mailing your payment, or using the online payment portal.

Please complete the application for free/reduced meals. The application may not only qualify your family for meal benefits, but it is also used to determine other federal funding for our school district. If you have question or need assistance, please contact the Food Service Office @ 320-564-4081 ext. 174.

MEAL COSTS:

Costs:

- Free breakfast for students in grades K-3
- Breakfast cost for grades 4-12 is \$X - Adult cost is \$X
- Lunch cost is \$X for grades K-5
- Adult meals cost \$X

The cost for extra milk with a meal is \$.X per day or approximately \$X per month, which will be taken directly from your food service account. Even if your child is on the free meal plan, you will be responsible for the cost of the extra milk. If you do NOT want your child to have extra milk with a meal or during the snack break, please notify the elementary office or your child's teacher.

FORBIDDEN ITEMS

Forbidden items that have no place in school include but are not limited to: trading cards, heelys, knives, weapons of any kind, cigarettes, drugs, laser lights, needles, water guns, baseballs (hard balls), bats, or pornography. These items, plus anything else which causes problems of control at school, will be taken from students. Students may be suspended or expelled for knowingly or unknowingly violating the school district's weapon policy. It is very important that you review the weapon policy with your child/children.

GANG RELATED ITEMS

Our school has a zero tolerance policy relating to gang related paraphernalia. Gang related clothing, colors, or symbols will not be tolerated. Collectible material will be confiscated. Clothing will need to be changed or removed. Students who are not cooperative or continue to wear gang-related clothing or put gang related symbols on clothing, notebooks, and other materials will be removed from school until a conference with parents or guardian occurs to resolve the issue.

GUM POLICY

Our school is a gum free school. Gum is only allowed if given to students by their teacher or other adult.

GYM SHOES/PHY. ED.

It is school policy that children should have tennis shoes for physical education. Shoes should be clean and should not have black soles that mark the floor. We recommend mid-weight shoes with arch supports and cushioned soles. All students will need a swimsuit and towel for the fall swimming units. If a child is not going to participate in physical education classes, he or she must bring a note from home and/or your doctor.

HARASSMENT

The school district prohibits any form of religious, racial, sexual harassment and violence. Any person who believes that he or she has been the victim of such harassment or suspects that such actions have taken place should immediately report the alleged acts to the building principal. Upon receipt of a report, school district officials will conduct an investigation or have one completed by a third party designated by the school district.

Upon receipt of a report, the district will take appropriate actions which may include but not be limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

HEALTH SERVICES

A Health Service Aide is on duty each day to provide health and educational services. The school nurse is available for consultation with parents, if needed. Please alert the school nurse or teacher if your child has a particular health problem that may affect the child's learning or functioning at school. If your child is on medication, such as an allergy medication or antibiotics, which are administered at home and may affect their attention or behavior at school, please let the nurse and/or teacher know.

Pupils are required to have a certification of their immunizations or the appropriate waiver certificate on file. Students will not be allowed to attend school without proper immunizations or notarized documentation of exemption.

If your child needs to be excused from physical education, please send a note. If it is to be a long-term excuse from physical education activities (over one week), the child must bring an excuse from a physician. The school district reserves the right to request a note from a physician at anytime if restrictions from physical activity are requested.

The hearing and vision of all children are screened annually. Both can be tested any time by request of the parent or teacher. Health Services will draw the parent's attention to any matters that appear to require professional medical attention.

Communicable Disease Guidelines for School

Communicable illnesses should be reported to health services as soon as possible. If a child is hospitalized or has a lengthy illness, parents should also call the health service aide so plans for continuing the child's education can be made - perhaps through homebound or hospital instruction. A physician's statement will be required after three consecutive days of illness for the days to be excused absences.

~~Children should not return to school unless they have been without a fever for 24 hours after common illnesses such as colds and flu. Guidelines for readmittance to school for the following communicable diseases are:~~

- ~~● Chicken Pox—Readmitted no sooner than 7 days from onset of rash, no fever and dry pox.~~
- ~~● Scarletina and Strep Throat—Readmitted after antibiotics for at least 24 hrs. & no fever present.~~
- ~~● Impetigo—Readmitted after adequate medical treatment or when all lesions are healed.~~
- ~~● Pinkeye (Conjunctivitis)—Readmitted after eyes are clear with no drainage present.~~
- ~~● Head Lice (Pediculosis)—Readmitted after treatment with a pediculicide shampoo and clothes have been laundered. Must be checked by health service on readmission to school.~~

~~When a child develops a fever or other symptoms of illness or receives a significant injury, the parent or other person listed on the emergency card will be notified. It is the parent's responsibility to provide transportation home for the child. The child should be picked up as soon as possible.~~

Children should be kept home when they have:

- Fever 100° or higher
- Vomiting
- Diarrhea
- Extreme congestion or nasal drainage
- Persistent cough
- Student is not feeling healthy enough to perform routine activities in the classroom.

Reasons student may be sent home from school:

- Fever of 100° or higher
- Vomiting
- Diarrhea
- Persistent cough that is interfering with normal daily activities.
- Student is displaying symptoms of a potentially contagious disease (ex: rashes, sore throat, pink eye, etc.).

- Pediculosis - live lice found in student's hair
- Student is not feeling healthy enough to perform routine activities in the classroom.

Children can return to school when:

- They are fever free for 24 hours without use of fever reducing medication.
- They have been on an antibiotic 24 hours for treatment of a bacterial infection.
- 24 hours after vomiting/diarrhea has subsided and fluids have been replenished.
- Head lice: Readmitted after hair has been treated and clothing has been laundered. The nurse will check student's hair before readmission to school.
- Student is feeling health enough to perform routine activities in the classroom.
- The school reserves the right to request a doctor's note to clear any student for return to school if there is concern of the student being contagious.

~~When a child develops a fever or other symptoms of illness or receives a significant injury, the parent or other person listed on the emergency card will be notified. It is the parent's responsibility to provide transportation home for the child. The child should be picked up as soon as possible.~~

The nurse or other trained staff members provide basic first aid and care for minor illnesses and injuries for students at school. To ensure a healthy environment we will dismiss ill students to parents/guardians. If we are unable to reach the parent/guardian or they are unable to arrive within a reasonable time, we will contact the designated emergency contact. Please make sure to provide accurate contact numbers that allow the school to reach you or the emergency contact at all times. It is the parent's responsibility to provide transportation home for the child. The child should be picked up as soon as possible.

If an injury or illness is of a serious or life threatening nature, emergency services will be contacted, followed by the parent or legal guardian. The designated emergency contact will be notified in the event the parent or legal guardian cannot be reached.

Medication will be given at school only when failure to take medication could jeopardize a student's health. Administration of the medication must be supervised by health services or an appointed staff member. No medication will be given without the written permission from the parent. It must be sent in its original container which is labeled with the child's name. a medication administration consent form completed and signed by the parent/guardian and a licensed healthcare provider. Medication must be sent in its original container, which is labeled with the child's name.

HOMEBOUND OR HOSPITAL INSTRUCTION

Homebound or hospital instruction is available for children who are absent from school due to prolonged illness or disability. A request to the school must be made by the child's physician. After we have that, instruction may be provided by the pupil's regular classroom teacher or other licensed staff. Part-time instruction in the school with part-time instruction in the home is also available to the child who cannot participate in a full time program.

HOMEWORK

Homework policies vary from grade to grade, among teachers, and from subject to subject. Students are usually given study time during the school day to complete assignments. As the child progresses through the grades, the amount of homework gradually increases. The general rule is 10 minutes for each grade in school (4th grade = 40 minutes). The amount may vary from day to day.

Students who do not use class work time wisely, may find that they need additional time to complete their assignments at home. Occasionally, a student may have a special project which might take several hours of work at home. However, work for these projects may be spread over several days.

INSURANCE

The school does not carry insurance for accidents that may occur on the playground or elsewhere. You need to have your own policy in force.

INTERNET ACCEPTABLE USE POLICY

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use

or access privileges; payment for damages and repairs; suspension, expulsion, or exclusion.

All School District systems equipment and electronic resources must be used for educational or educational related purposes. Unacceptable uses include but are not limited to reviewing, uploading, downloading, storing, printing, posting, transmitting, or distributing:

1. Pornographic, obscene or sexually explicit material
2. Obscene, abusive, vulgar, rude, threatening, disrespectful, or sexually explicit language
3. Materials that use language or images that are inappropriate or disruptive to the educational setting
4. Information that could cause damage or danger of disruption to the educational process
5. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment

Technology is ever changing. YME is making every effort to offer students and staff the latest innovations. This means that policy and guidelines are also changing. The full policy can be seen on our Web site:

<http://www.isd2190.org>.

KINDERGARTEN REGISTRATION/ORIENTATION

Each spring our school conducts a registration drive for the next year's kindergarten-age classes. Children whose fifth birthdays occur on or before September 1st are eligible for entrance into school. You will need to present a birth certificate at the time of registration. Contact the elementary school office to fill out registration data.

LOCKERS

Lockers are assigned for storing clothing, books, and lunch boxes. Lockers should not be used to store articles of value such as purses, tickets, or money. We request that valuables be left at home. School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when we have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as is practical after the search of a student's personal possessions, we will provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOST AND FOUND

All lost articles found at school are kept in a special depository where students or parents may come to claim them.

- It is a good idea to put your child's name on articles of clothing that may become lost.
- Encourage your child to check the collection if they are missing something.
- When an article is lost, don't let time lapse before trying to locate it.
- Use caution in allowing articles of sentimental or monetary value to be brought to school.

Please call the office with questions. Lost and found articles are usually given to charity prior to the start of a new school year and midyear as needed.

MONEY

Except for small amounts, payment by check made out to the school or school district would be appreciated. Checks eliminate the problem of money being lost on the way to school. Payments for activity fees/passes and lunch may be made by credit card through the "Sting Store - Online Payment" link under the "For Parents" section of the school district web site. When cash is sent with younger children, please put it in an envelope with the child's name, room number (or teacher's name), and reason for payment (Ex. field trip, lunch, milk, etc.) written on the outside. Please emphasize with your children the danger of leaving valuables in their desk, locker or other places at school.

OUTSIDE ACTIVITY AND RECESS

Weather permitting, all students are encouraged and expected to go outdoors during activity and recess periods. We use the following guidelines for requiring students to go outside. Wind chill is the criteria used and is applied as follows:

- Warmer than 0 degrees -- outside activity/recess for all students.
- Between 0 degrees and -10 degrees -- activity/recess time shortened.

- Colder than -10 degrees -- indoor recess for all students.

Please ensure your child is dressed appropriated for the weather.

REVIEW OF CURRICULUM CONTENT AND ALTERNATIVE INSTRUCTION

The Yellow Medicine East School District believes in the principles of intellectual freedom. Members of the community are welcome to review curriculum and instructional materials. Any parent, guardian, or adult student in District 2190 may express concerns about the content of instructional materials in the district's educational program. Whenever a concern is expressed, the district will respond in accordance with the procedures described in the Procedure for Review of Curriculum Content and Alternative Instruction (copy available in the office) policy. The intent of this procedure is to provide parent and guardians the opportunity to review instructional materials, address concerns and propose alternative instruction for their child. The intent is not to interfere with the rights of others to receive the instruction in question nor does it relieve the student from meeting state and district requirements or essential learner outcomes.

SCHOOL BULLETINS AND NEWSLETTERS

From time to time during the school year, bulletins and newsletters will be sent home from school. It is important that parents read these bulletins to be informed about school events. Your interest in reading them will encourage children to continue bringing them home. These may also be emailed and/or posted on the school Web site.

SCHOOL PATROL

Students in the fourth and fifth grades serve the school as School Patrol Officers on a volunteer basis. They assist the walking students at the crossings near the school (on 7th Avenue only) both before and after school. All students are asked to respect and obey these officers.

SCHOOL PICTURES/MEMORY BOOK

Our school contracts annually to have pictures taken of the school children during September. Information regarding prices, times and days will be distributed in a timely fashion. We also publish a Memory Book each spring that contains pictures of all students and a variety of candid shots as well. Information regarding the Memory Book will be sent home with students.

SCHOOL SECURITY

Our district has implemented a proactive security policy in an attempt to make our school a safe place for our students. Visitors are asked to enter from the main entrance at Bert Raney. A visitor will need to press an office notification button located outside of the entrance that will signal the office. The office secretary will request your name and intent of your visit. The door will unlock and visitors may then proceed to the office.

SMOKE FREE ENVIRONMENT

Smoking and the use of tobacco products have been identified as a leading health problem in the United States. Smoking can be hazardous to the health of both smokers and nonsmokers. As a result of concern on the part of the staff, students, citizens, and the Board of Education, smoking and/or the use of tobacco in any form shall be prohibited on school district property. As a district, we are dedicated to providing a healthy, comfortable, and productive environment for staff, students and citizens. Violations to this policy will be handled as outlined in the district's Smoke Free Environment policy.

STUDENT RECORDS

The school has on file the grades, attendance records, standardized test scores and discipline records that have resulted from your child's work since they started school. If your child has attended schools other than Yellow Medicine East, these records may also be on file. The parent or guardian may see the contents of these records by making an appointment with the principal or secretary. You may have copies made of anything in the school record at a cost of \$1.00/copy. You are not permitted to take the original record out of the office. Statements from the parent/guardian may be placed in the student's record if it pertains to school work.

The parent may request that items be removed from the file. This request should be in writing. It is the decision of the principal to grant or not grant the request. The decision can be appealed to the superintendent and then the Board of Education. Records cannot be transferred without written permission from the parent/guardian with the exception of a public school in the state in which you have enrolled after transferring from this school.

TELEPHONE CALLS

Students may not be interrupted during school hours by outside calls and messages except in case of emergency. However, if it is necessary to reach your child's school on a school day between 7:00 AM and 3:45 PM, dial Bert Raney Elementary at 564-4082 ext. 3. The school secretary will relay messages to students. ~~Student use of the school telephone is discouraged.~~ Students will be allowed to use the phone only in cases of emergency. Please make after-school plans prior to leaving in the morning.

Parents who wish to contact a classroom teacher should be prepared to leave a message requesting that the teacher contact the parent at the teacher's convenience. Teachers are generally not available to come to the telephone during the time school is in session. Leaving a message may be necessary even before or after school since the teacher may be involved in a conference or attending meetings at the time your call is made.

Parents who wish to contact a classroom teacher should be prepared to leave a message requesting that the teacher contact the parent at the teacher's convenience. Teachers are generally not available to come to the telephone during the time school is in session. Leaving a message may be necessary even before or after school since the teacher may be involved in a conference or attending meetings at the time your call is made.

TESTING

All 3rd-5th grade students take the Minnesota Comprehensive Assessments. All ESL students take the ~~TEAE or MN SOLOM~~ ACCESS for ELLs test. The results of these tests are shared with parents as they become available. The information from these tests is utilized to determine if students need additional help and support in the areas of reading, mathematics and writing.

TITLE I

The Title I program is available to assist students who are experiencing difficulty in reading and/or math. Any student may qualify for service on test scores and parent and teacher judgments. Bert Raney is a Title I school for the 2017-18 school year. Parents of students in Title I schools may request, and the school will provide the parents on request, information regarding the qualifications of the student's classroom teachers, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

A Title I Parent-School Compact is reviewed and signed by all parents at Fall Conferences.

VISITORS AT SCHOOL

Parents are always welcome at Bert Raney Elementary School. We encourage parents and grandparents or anyone interested, to visit school during the school day but unless there are varying circumstances, we do ask that you limit your visit to no more than 30 minutes. If you wish to visit a class, a call to the office beforehand would be appreciated. There are times when visiting a classroom will be disruptive to the schedule. Visitors are required to sign in at the elementary office before visiting other parts of the building.

WEAPONS

Yellow Medicine East School District has a Zero Tolerance policy with regard to weapons in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against anyone who violates this policy. A weapon can be defined as: *any object, device or instrument designed that is capable of threatening or producing bodily harm or which may be used to inflict self-injury.*

Examples of such weapons include, but are not limited to: pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including but not limited to, weapons listed above which are broken or non-functional, look-alike gun; toy guns; and any object that is a facsimile of a real weapon. School location includes any school buildings or grounds, school activities or trips, bus stops, school

buses or school vehicles.

Consequences for using, possession or distribution of weapons or look-alike weapons shall include:

- immediate out-of-school suspension
- confiscation of weapon
- immediate notification of police
- parent or guardian notification
- recommendation to the superintendent of dismissal for a period of time not to exceed one year.

YME Middle/High School Board Report

July 2017

Good Evening YME Board Members: Summer!

1. Greenhouse Report ~ we are proud to say the YME Agricultural and Science Research Facility is up and operational for the 2017 ~ 2018 school year. Mr. Refsland, Mr. Suter, and Mr. Lecy have been preparing for this day for over four years. There will be three classes aligned directly to the facility this school year: Agriculture Science/Environmental Science and two 8th grade STEM courses. I would like to recognize the many local business and individuals who have contributed to this project to make it possible.
 - a. Bush Foundation
 - b. Fagen, Inc.
 - c. YME Schools
 - d. YME Horticulture Club
 - e. Countryside Public Health SHIP
 - f. Granite Falls Coating, Inc.
 - g. PAR Piping and Fabrication
 - h. HI-CARBON USA
 - i. Extreme Panel
2. Curriculum Review ~ End of the Year Reports ~ I have linked in the final reports from each one of the high school departments on their work from this last year.
 - a. [Agriculture](#)
 - b. [Art](#)
 - c. [Computers](#)
 - d. [English](#)
 - e. [FACS](#)
 - f. [Health/PE](#)
 - g. [Industrial Tech](#)
 - h. [Math](#)
 - i. [Music](#)
 - j. [Science](#)
 - k. [Social Studies](#)
3. As we finalized the 2017 ~ 2018 school year, the Site Team and building staff began thinking to next year. We felt we have come along ways in 10 months and wanted to continue the momentum into next year. Many of them will be finalized in August when all student data is available to us from the State.

Goals for 2017 ~ 2018

- SMART Goal: The percentage of students in grades 6-10 at grade level on the Star Reading assessment, will increase 5% from spring 2017 to spring 2018.
- SMART Goal: The percentage of students in grades 6-10 at grade level on the Star Math assessment, will increase 3% from spring 2017 to spring 2018.

Areas of Focus

- Best Practice Instruction: Effective use of technology in your classroom or subject area
- Reading and Writing Strategies: Reading and writing strategies used across the curriculum/content area
- SMART Goal ~ 100 percent of staff will complete one curriculum map for one class by the end of the school year

4. **LTFM and Capital Projects** ~ Attached I have included a number of capital outlay and long-term facilities maintenance projects here in the MS/HS this summer. It has been a very busy summer. I would like to say THANK YOU to Francis and his team for all of the work they have put in over this past month. I know they will have the building put back together by the time staff and students arrive.

46

Building	Funding	Area of Need		Item Description	Rationale
MS/HS	Capital	Building	Building	Door Walk off Mats	We will be adding permanent 2x2 carpet tiles into most of the entryways in the building. Most of the rugs we use are a safety hazard and do not do an adequate job as intended. The only areas not done will be door 10 and the gymnasium entrances at this time.
Tech	Capital		Infrastructure	Fiber project (erate submitted)	Work needed to update the building's infrastructure to support adding more student devices. Here's a video demonstration from AeroHive: http://embed.vidyard.com/share/CF8Yz4mv8tuTgH1yiwPHXV
Tech	Capital		Infrastructure	HS Switch project (erate submitted)	
Tech	Capital		Infrastructure	Elem Switch project	
Tech	Capital		Infrastructure	HS Wireless project (erate submitted)	
Tech	Capital		Infrastructure	Phone System	
MS/HS	Capital	Office Area		Stand Up Desks	

MS/HS	Capital	Classroom		Chromebook Replacement Set	These computers will be placed in the Math and Science Departments in conjunction with the curriculum review cycle purchases. These departments currently have iPads that are no longer supported by Apple. This will put us a step closer to being 1 to 1 by the 2018 ~ 2019 school year.
MS/HS	Capital	Classroom		Computer Replacement	
MS/HS	Capital	Classroom		Chromebook	
MS/HS	Capital	Curriculum Review Cycle	Curr. Review	Science/Art/Music Curriculum Review	Much needed resources to help improve the student experience and performance.
MS/HS	Capital	Classroom	Special Education	SMART Board	Help engage students in the classroom.
MS/HS	Capital	Curriculum Review Cycle		Math Curriculum	Much needed resources to help improve the student experience and performance.
MS/HS	LTFM		Building	65 Locker Room Update	The varsity locker room will be upgraded due to years of usage. New lockers, paint, and showers will be installed.
MS/HS	LTFM		Building	Asbestos Abatement (move to LTFM per RC 5/31/17)	The hallways in the 1965 building and the long hallway will be replaced with updated VCT tile.
MS/HS	LTFM		Building	Door 4 replacement	The door will be replaced due to wear and tear. (30 bldg. exit only to parking lot)
MS/HS	LTFM		Building	1930 South Window Tint for classrooms	Increased security
MS/HS	LTFM		Building	Paint Hallways	Update colors in the hallways
MS/HS	LTFM		Building	Sidewalk Grinding	Safety hazard for students, staff, and the public.
MS/HS	LTFM		Building	Little Theater Seating	Upgrading the Little Theater seating, carpet, and paint in the main seating area.
MS/HS	LTFM		Building	Espeland Gymnasium Steps Replacement/Main Entrance Replacement/Door 5 Handicap Ramp	Significant masonry work was done in these locations to eliminate the liability risks

Yellow Medicine East Middle/High School



Student Handbook 2017 - 2018

Yellow Medicine East Middle/High School

450 9th Ave.

Granite Falls, MN 56241

(320) 564-4083 ext. 100

www.isd2190.org

Dr. Rick Clark, Superintendent

Mr. Ryan Luft, Principal

Mr. Chris Poyzer, Social Worker

Mrs. Robin Henderson, Success Coach

Mr. Tim Knapper, Activities Director

WELCOME

On behalf of the staff, we welcome you to Yellow Medicine East Middle/High School. This handbook has been prepared for you as a guide, to inform you of school policies and regulations, and of what is expected at Yellow Medicine East.

Yellow Medicine East Middle/High School has high academic and behavioral expectations. All of the guidelines and procedures are rooted in school district policy to ensure your safety and well-being. We also provide opportunities for you to participate in various activities. We know that the students and staff working together will make Yellow Medicine East Middle/High School the best school possible. Our success will be in direct proportion to everyone's participation, effort, and application.

We want your time at Yellow Medicine East Middle/High School to be a positive experience. Your cooperation with what is contained in this handbook will assist you and the staff in having a successful school year. We want to provide a safe environment for our students and staff so we can carry out the District's Mission Statement.

VISION

Our VISION: *To provide a caring environment of high expectations that prepares every student for a successful future and instills the value of learning.*

EQUAL EDUCATIONAL OPPORTUNITIES

Every student of the district will have access to equal educational opportunities regardless of race, color, creed, gender, national origin, religion, age, marital status, status with regard to public assistance, or disability.

Mr. Tim Knapper, Title IX Coordinator

Dr. Rick Clark, Human Rights Officer

Dr. Rick Clark, 504 Coordinator

Mr. Ryan Luft, 504 Building Coordinator

SCHOOL HOURS

School's in session from 8:15 a.m. until 2:57 p.m. Office Hours are from 7:30 a.m. until 4:00 p.m.

Students who are not part of an academic or activities program are not to be in the building before 7:30 a.m. or after 3:10 p.m. Students are expected to leave the building by 3:10 each day, unless directly supervised by a staff member or a coach. Those students are to report promptly to their designated areas.

DAILY SCHEDULE FOR CLASSES (Seven Period Day)

Daily Class Schedule			Wednesday Ramp-Up Schedule		
Period 1	8:15 - 9:01		Period 1	8:15 - 8:59	
Period 2	9:05 - 9:51		Period 2	9:03 - 9:47	
Advisory	9:55 - 10:11		Advisory	9:51 - 10:21	
Period 4	10:15 - 11:01		Period 4	10:25 - 11:09	
Period 5	11:05 - 11:51		Period 5	11:13 - 11:57	
Period 6A	11:55 - 12:41		Period 6A	12:01 - 12:45	
Lunch A	11:51 - 12:27		Lunch A	11:57 - 12:33	
Period 6B	12:31 - 1:17		Period 6B	12:37 - 1:21	
Lunch B	12:41 - 1:17		Lunch B	12:45 - 1:21	
Period 7	1:21 - 2:07		Period 7	1:25 - 2:09	
Period 8	2:11 - 2:57		Period 8	2:13 - 2:57	

2-Hour Late Schedule			PLC Early Out Schedule		
Period 1	10:15 - 10:48		Period 1	8:15 - 8:55	
Period 2	10:52 - 11:25		Period 2	8:59 - 9:39	
Lunch A	11:25 - 11:52		Advisory	9:43 - 10:13	
Period 4A	11:29 - 12:02		Period 4	10:17 - 10:57	
Lunch B	12:02 - 12:29		Period 5	11:01-11:41	
Period 4B	11:56 - 12:29		Period 6A	11:45-12:25	
Period 5	12:33 - 1:06		Lunch A	11:41-12:17	
Period 6	1:10 - 1:43		Period 6B	12:21-1:01	
Period 7	1:47 - 2:20		Lunch B	12:25-1:01	
Period 8	2:24 - 2:57		Period 7	1:05-1:45	
			Period 8	1:49-2:30	

I. ACADEMIC REQUIREMENTS FOR GRADUATION FROM YELLOW MEDICINE EAST HIGH SCHOOL

Yellow Medicine East has a proud academic tradition rooted in excellence. Students are required to take a combination of rigorous and exploratory classes during their time as a Sting. Twenty-Four credits are required for graduation. Six credits are the minimum any student can take in any one school year. Please realize that most students entering college will have more than the twenty-four credits minimum.

GRADING POLICIES: Teachers use several methods in evaluating a student’s achievement and improvement in a specific course. Grading information is available to students and parents through the “Grading Policy Syllabus” given to each student by instructors early each quarter or semester for each individual class.

If a student retakes a course due to failure or to improve a previous grade mark, the original grade will stand as posted and will count towards all academic honors and GPA.

A student in grades 9 ~ 12 may take no more than one class per semester on a Pass/Fail basis. Students must select and notify the Principal’s Office using the Pass/Fail Option Form properly filled out and turned in no later than seven class meetings from the first day of class. **Forms are located in the Principal’s Office.

HONOR ROLL

The Superior Honor Roll is = to 4.00

The “A” honor roll ranges from ≥ 3.50 to 3.99.

The “B” honor roll ranges from ≥ 3.00 to 3.49.

1. A “P” grade has no point value and is not calculated in the GPA.
2. The student must be enrolled in a minimum of six (6) YME courses for credit.
3. A student receiving an “I”, “GW” or “NC” may not be eligible for the honor roll.
4. Four times a year the honor rolls are published for each grade level.
5. Grade point averages are determined on the following basis:

A = 4.00	B- = 2.67	D+ = 1.33
A- = 3.67	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = 0.67
B = 3.00	C- = 1.67	F = 0.00

YME High School - Graduation Requirements Checklist Class of 2018 and beyond

Student Name _____ Advisor: _____

1st sem.	2nd sem.	LANGUAGE ARTS~4.0 credits	ELECTIVES ~ 7.0 Credits		
+ _____ =	_____	English 9 - I	_____	_____	_____
+ _____ =	_____	English 10 - II	_____	_____	_____
+ _____ =	_____	English 11 - III	_____	_____	_____
+ _____ =	_____	English 12- English IV or V	_____	_____	_____
		CREDITS EARNED			
1st sem.	2nd sem.	MATH~3.0 credits(Avg. I, II, Geometry or higher)			
+ _____ =	_____	9-			
+ _____ =	_____	10-			
+ _____ =	_____	11-			
		CREDITS EARNED			
1st sem.	2nd sem.	SOCIAL STUDIES~4.0 Credits			
+ _____ =	_____	Civics 9/U.S. History [1.00 cr]			
+ _____ =	_____	US History 10			
+ _____ =	_____	World History/Geog. 11			
+ _____ =	_____	Economics			
+ _____ =	_____	Social Elective Course:			
		CREDITS EARNED	CREDITS EARNED		
1st sem.	2nd sem.	SCIENCE ~3.0 Credits	9th gr	10th gr	11th grade
+ _____ =	_____	Physical Science	_____ MCIS	_____ ACT	_____ ACT
+ _____ =	_____	Biology		_____ PLAN	_____ ASVAB
+ _____ =	_____	Env. Sci./Ag. Sci./CPC or		_____ PSAT	_____ PSAT
		CREDITS EARNED		_____ MCIS	_____ MCIS
		PE/Health~1.0 Credit PE~0.50 Health	12th grade _____ SAT		
+ _____ =	_____	9 - PE	_____ ACT	_____ MCIS	
+ _____ =	_____	10-PE	_____ Accuplacer	_____ SAT	
+ _____ =	_____	10-Health			
		CREDITS EARNED			
		COMPUTER APP ~.50 Credit	TALLY OF TOTAL CREDITS EARNED		
		Computer Applications	_____ Language Arts		
		CREDITS EARNED	_____ Math		
		ART ~ 1.0 Credit	_____ Social Studies		
			_____ Science		
		CREDITS EARNED	_____ Phy Ed		
		17.0 Required Credits	_____ Health		
		STATE TESTS	_____ Computers		
		Written Comp - 11th Gr _____ 12th Gr _____	_____ Art		
		Reading - 10th Gr. Test	_____ Electives		
		Science - 10th Gr. Test	_____ Total Credits [24.00]		
		Math - 11th Gr. Test Class of 2016 & beyond			
		ACT - 11th Gr. Test Class of 2016 & beyond			

GRADUATION REQUIREMENTS: Yellow Medicine East Middle/High School requires a student graduating to have 24 academic credits, meet state assessment and local attendance policy requirements:

Students must meet all of the graduation requirements required by the State of Minnesota and Yellow Medicine East School Board;

Early Graduation -- any student desiring to graduate BEFORE the end of his/her senior year must submit an Early Graduation Application to the Principal's Office by October 1. Such application must be approved by parents and principal or designees of the school board.

**See School Board Policy ([613 - Graduation Requirements](#)) and YME Graduation Guidelines in the Principal's Office

COMMENCEMENT/HONORS: The purpose of the commencement ceremony is to honor students who have met the requirements for graduation from Yellow Medicine East Middle/High School.

It shall be the policy of the Board of Education to recognize graduating seniors with a cumulative high school grade point average of 4.0 to 3.70 at the end of the fourth quarter with recognition as graduating with High Honors and receive a gold cord. Students with a cumulative grade point average of 3.69 to 3.40 shall be recognized as graduating with Honors and will receive a silver cord. Students with a cumulative grade point average of 3.39 to 3.0 shall be recognized as graduating with Achievement Honors and receive a white cord.

The Valedictorian honor shall be awarded to the student or students who ranks number one in the class' GPA (grade point average) list at the end of the second semester of their senior year. The Salutatorian honor shall be awarded to the student who ranks number two in GPA at the end of the second semester of their senior year. If there are multiple (more than one) students eligible for honor of Valedictorian, no Salutatorian will be awarded. Students honored for Valedictorian and Salutatorian shall have been a member of their class at least 51% of the student's educational program, which must be from Yellow Medicine East High School. Student speakers at commencement may include but not limited to Class President, Student Council Representative, Honors members, Valedictorian or Salutatorian. A student in violation of the Yellow Medicine East Student Code of Conduct during their senior year will not be allowed to speak at graduation.

**See School Board Policy and YME Graduation Guidelines in the Principal's Office

GRADUATION CEREMONY REQUIREMENTS: Students must meet the credit, testing, attendance requirements and have paid all fines and fees in order to participate at graduation commencement. All grades must be final and be officially reported to the high school office for the student to receive their signed diploma. Student discipline concerns and/or consequences are subject to administrative discretion, regarding graduation commencement ceremony participation.

ACADEMIC LETTER REQUIREMENTS: An Academic letter will be awarded to students in grades 9 ~ 12 on an annual basis using the current year's GPA for computation. (≥ 3.0 to 4.00 GPA) who have earned a patch for the first time. Student who have previously lettered in Academics will receive a patch or pin in succession. Awards will be distributed/awarded to students in grades 9 ~11 during the following school year.

ATTENDANCE RECOGNITION REQUIREMENTS: An attendance patch will be awarded to students in grade 9 ~ 12 on an annual basis who have achieved perfect attendance in the current school year. Students who have previously earned the attendance patch will receive a pin in succession. Awards will be distributed/awarded during the following school year.

HOME SCHOOL INSTRUCTION: Home school instruction will follow the education policy of Yellow Medicine East Public Schools (See School Board Policy) and Minnesota State Law.

INCOMPLETES: Students receiving an Incomplete for a grade at the end of any marking period (nine weeks, semester or end of the year) will have 10 school days from the end of the quarter, semester or school year to make up and turn in the incomplete work.

In instances when students have been absent for a prolonged period of time, the instructor and/or administrator may grant an extension up to 15 days total, depending upon the circumstances. The student has the responsibility of working out these details with his/her teacher should such an extension of time be deemed necessary. If no extension of time has been requested and approved, and if the make up work required is not submitted within the original 10 days as stipulated, the grade for the appropriate marking period will become an "F" and will be so recorded.

POST-SECONDARY ENROLLMENT OPTIONS: Juniors and seniors maybe eligible to participate in post-secondary options programs. Check with your counselor or the high school principal for details. The purpose of this program is to provide a wider variety of rigorous academic challenges to high school students. To be eligible a student needs to be in the upper 35% of their class, have a minimum of 3.0 GPA, a 24 ACT score, and/or administrative recommendation.

PSEO COURSES-ON SITE: YME High School provides Post Secondary Courses on site through collaboration with Southwest State University and Minnesota West Community & Technical College. Students should check with the Success Coach or High School Principal when registering for courses to determine if they are eligible to take these courses. Many YME students graduate from high school with multiple college credits having taken advantage of these on-site academic courses. Please refer to the YME Student Registration Guide for a complete listing.

PSEO/HOMESCHOOLED STUDENTS: These students may request a pass from the Middle/High School Office if they wish to use school resources like the library, or computers. Students must check in the Principal's Office and obtain a pass. Students are encouraged to call ahead for availability and/or appointments if necessary with a staff member.

PROCEDURE FOR DROPPING A COURSE: Students may drop a class in the first four days after the start of a class if there is an approved reason and there is room in another class at that time. Students are not allowed to make schedule changes the 1st day of each semester; they must follow their scheduled classes. Students will pick up and complete a drop/add form in its entirety and submit it to the office. No changes will be made and the student must continue to attend the class they are attempting to change/drop until the process is complete and the office notifies the student and teachers. Special permission to drop a class after the four-day period may be granted in special circumstances (student must still complete a request form). Dropping a class after the four-day period results in a no credit for the dropped class. A course letter grade of "F" will be recorded for the dropped class at this time.

Students are encouraged to make schedule changes for legitimate reasons prior to the beginning of a semester without affecting credits/grades.

Those students taking PSEO courses MUST make the drop arrangements with their respective hosts. YME HS does not "drop these courses" for students. Students and/or parents must consult with Principal or Success Coach if such drops are requested.

STUDENT SCHEDULING: All students must carry seven periods of classes and an advisory per semester. Students may schedule one study hall as a period. Students are not allowed to have a study hall in addition to two hours of OJT and/or be a classroom teacher's aid and have a study hall.

**See YME Registration Guide in the Principal's Office

TRANSFER GRADES AND CREDITS: Letter grades will be given to all students and to all transfer students from any public or private accredited secondary school with licensed teaching staff recognized by the State of Minnesota. All other students will receive a "P" for Pass and "F" for No Pass, credit will be given for classes taken, but no letter grades (A-F) will be entered into the official records of the student's cumulative file and will not become part of the transcript for the student. This will be used for credit transfer and graduation, however it does not allow for any academic honor awards from Yellow Medicine East Middle/High School. Only letter grades will be considered for academic honor awards such as Class Rank, Honor Roll, Honor Student at graduation and/or Minnesota Honor Society recognition.

In order for a student to be considered for the Honor Roll they must receive grades from Yellow Medicine East Middle/High School or transfer grades from an accredited secondary school as determined by the administration of Yellow Medicine East Public Schools. Transfer students must attend two full time semesters in order to receive any other academic honors, other than the honor roll.

SENIOR PRIVILEGES: These privileges are an earned opportunity for all students who are entering their senior year at Yellow Medicine East/High School. Seniors must be registered as full time students and must have completed 18 credits before the beginning of the first semester and be on track with a total of 21 credits earned at the beginning of the second semester. Students must maintain a cumulative GPA of 2.0 throughout their high school academic career to be eligible. Students must average 90% excused attendance and be within the 10 day maximum rule guidelines, have no unexcused absences and have less than three tardies each quarter. All of your responsibilities (bills, fines, lockers, detention time, etc.)

must have been completed prior to participation in privileges. A student is not eligible for a free hour if they have failed or have an incomplete in any class from the previous year or during their senior year. Student's eligibility shall be revoked if students have any missing assignments or grades of zeroes. Students must be in good standing with the school (Academically, Attendance, HIVE Pride, and Discipline) and have no chemical violations during their middle/high school career. Seniors may access the library or leave the building only. Seniors may have only one free hour per semester. If a student has two OJT classes they are not eligible for a study hall or Senior Privileges. Senior Privileges are granted based on Administrative approval and are reviewed every four weeks. Privileges can be revoked at anytime due to student behavior.

**Guidelines for Senior Privileges are available in the Principal's Office

II. YELLOW MEDICINE EAST STUDENT CODE OF CONDUCT

A. AREAS OF RESPONSIBILITY:

The School Board: The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

Superintendent: The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

Principal: The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

Teachers: All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

Other School District Personnel: All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

Parents or Legal Guardians: Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Students: All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

Community Members: Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

STUDENT RIGHTS: All students have the right to access education and the right to learn.

STUDENT RESPONSIBILITIES: All students will abide by the YME handbook, school district policies and HIVE Pride and are subject to their consequences.

All students have the responsibility: A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures; B. To attend school daily, except when excused, and to be on time to all classes and other school functions; C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities; D. To make necessary arrangements for making up work when absent from school; E. To assist the school staff in maintaining a safe school for all students; F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them; G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect; H. To be aware of and comply with federal, state, and local laws; I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate; J. To respect and maintain the school's property and the property of others; K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy; L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language; M. To conduct themselves in an appropriate physical or verbal manner; and N. To recognize and respect the rights of others.

The School wide discipline program, policies and procedures within this handbook will be followed as well as any individual behavior plans. (See School Board Policy and YME Behavioral Guidelines).

B. CODE OF STUDENT CONDUCT

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. ATTENDANCE POLICY

PHILOSOPHY: The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. Note: ***Pursuant to Minnesota law, reasons for absence must be acceptable to school officials. Parents who do not require their children to attend school on a daily basis are in violation of Minnesota State Statute 120A.22. It is the parent/guardian's responsibility to provide an explanation for an absence; it is the school district's right to determine if the absence is excused.*** In addition, in order to have an absence excused, the parent/guardian must inform the school of absences prior to, the day of, or no later than **two school days** after the absence.

STUDENT'S RESPONSIBILITY: The first and most significant responsibility of a student to the formal learning process is to attend each scheduled class regularly. The responsibility for making up missed lessons rests with the student, not the teacher. All students are expected to do all assigned work.

PARENT/GUARDIAN RESPONSIBILITY: It is the responsibility of the parent/guardian to **CALL THE PRINCIPAL'S OFFICE** on the day of absence explaining why the student will be absent. The parent/guardian should call between 7:30 a.m. and 9:30 a.m. each day of absence. The attendance school phone number is 320-564-4083 ext. 100 and is available 24 hours per day. If calling outside of school hours please leave a message on the automated machine. If no such call is made, a written excuse from the parent/guardian must accompany the student **within two days of the return to school.** Parent/Guardian attitude toward excellent school attendance is shown to be one of the most significant factors in the student's attendance. An attempt should be made to limit student absences and avoid absences such as (i.e. hair appointments, tanning, shopping, prom preparation, vacations, etc.)

SCHOOL'S RESPONSIBILITY: The most significant responsibility of the school regarding attendance is to have each classroom teacher record daily attendance and report it to the school office promptly. It is also the teacher's

responsibility to provide any student who has been absent (**excused**) with any missed assignments upon request from the student/parent. The school office personnel will maintain the official absence record of each student. The secretary will attempt to notify the parent/guardian when an unexcused absence has occurred or when a parent/guardian phone call has not been received by 10:30 a.m.

2. 10 DAY MAXIMUM ABSENCE RULE:

If a student is absent (excuse and/or unexcused) from a class more than ten (10) times per semester it is considered to be excessive. Credit will be withheld for any course in which a student's absences exceed a combination of ten (10) excused and/or unexcused in one semester.

1. Parents receive daily notifications via text message (optional), email, and recorded message if their student is marked absent.
2. Parents will receive notification by mail after three (3) unexcused absences from a class per semester.
3. At six (6) excused/unexcused absences from a class period, parents are notified by email and/or mail and a conversation is scheduled with the student.
4. At eight (8) excused/unexcused absences from a class period, parents are notified by email and/or mail and a conference is scheduled with both student & parent.
5. At ten (10) excused/unexcused absences from a class period, the parents are notified by email and/or mail and the student and parent will meet with administration/social worker to discuss attendance concerns. At this time an attendance contract will be written and signed. If the contract is violated once signed, credit may be revoked for those courses affected.
6. Yellow Medicine East Middle/High School feels good attendance is a part of being in "Good Standing" as a MSHSL participant. Failure to attend classes will result in a loss eligibility to be determined by Activities Director and/or Principal.

APPEAL PROCESS—TEN DAY MAXIMUM ABSENCE RULE

Once a student exceeds the TEN-DAY MAXIMUM EXCUSED/UNEXCUSED ABSENCE RULE he/she will lose the semester credit for the course(s) affected. Students have the right to appeal to the principal after notification of lost credit. The said credits will be made up via Credit Recovery at YME MS/HS, Summer School or Alternative Education.

3. CLASSIFICATION OF ABSENCES

EXCUSED ABSENCES- the following reasons shall be sufficient to constitute excused absences:

These types of excused absences will be counted toward the Ten (10) Day Maximum Absence Rule unless pre-excused: Dental, legal and other professional appointments. A signed slip from the dental, legal or other professional person is required no later than two (2) days after the last absence to be coded as such.

1. Illness. A physician's statement may be required after three consecutive days of illness if attendance is a concern;
2. Family leave (emergency, funerals, illness of other family members);
3. Religious observances;
4. School sponsored activities;
5. *College visits two (2) days per year. Student has to be in good academic standing or at administrative discretion and these must be pre-arranged and documented with the office.*

THE PRINCIPAL SHALL MAKE THE FINAL DECISION OF WHETHER AN ABSENCE IS EXCUSED OR

UNEXCUSED. A phone call or note does not guarantee that the absence will be marked as excused as some absences do not meet Minnesota State criteria to be excused by school officials.

UNEXCUSED ABSENCES- The following are examples of unacceptable reasons for absence: Oversleeping, Missing the bus, Running Errands for a Family Member, Personal appearance appointments, Shopping, and work either inside (chores/babysitting) or outside the home, Prom or School Activities Preparation, Forgot something at home, etc.

Habitual truancy is referred to the appropriate County Collaborative Services.

Student/Parent Responsibilities for Excused Absences

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. The student must report to the Principal's Office for a make-up slip prior to returning to class.
2. *Work missed because of absence must be made up by the student. The amount of time students will have to make up work will be the number of days absent plus one. For instance, a student absent for three days would have four days to make up his/her work.*
3. Parents requesting make-up work for students who are or will be absent and not returning to school for several days must allow one full school day for work to be accumulated from the teaching staff and may be picked up the following morning.

Skipping

Unexcused "skipping" of classes is an unexcused absence and is considered truancy. Skipping is failing to be in an assigned area at the designated time class period.

UNEXCUSED TARDIES- Any unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse. Three (3) unexcused tardies in one class period is equivalent to one unexcused absence, except that a student will receive credit for work performed on those days. Students coming to class without an excuse, as listed above, after ten minutes of the class is completed are considered skipping/truant and will be marked as such. Once a student has had 3 unexcused tardies in any or all classes in a quarter, they will receive consequences for that and any subsequent tardies.

CONSEQUENCES OF UNEXCUSED ABSENCES

1. Students may not be allowed to make up work missed due to such absences.
2. Student will receive a school consequence consistent with progressive student discipline.
3. Students may not be allowed to participate in co-curricular and activities events.
4. In cases of recurring 5 (five) cumulated unexcused absences, the administration **may also request the County attorney** to file a truancy petition in the juvenile court, pursuant to Minnesota Statutes.
5. At seven unexcused absences the school shall file a truancy petition in the juvenile court, pursuant to Minnesota Statutes.

TRUANCY AND UNAUTHORIZED ABSENCES

As required by current statutes, regulations of the Minnesota State Department of Education, and the School Board of this District, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal.

***Note that the State law regarding truancy provides that school officials are mandated reporters and must report patterns of absence that indicate issues of neglect and/or abuse.** Minnesota has compulsory attendance meaning students are to be in school on a regular basis.

ATTENDANCE CONTRACT

An attendance contract is a contract that outlines ISD 2190's Attendance Policy and explains to the parent/guardian and the student the school's expectations from the date of issuance until the end of that school year. A parent/guardian, student, and the building administrator will sign this contract. Violation of the terms outlined in the contract will result in lost credit(s).

MAKE-UP WORK

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

Work missed due to an unplanned absence or illness must be made up by the student in a timely manner. The amount of time students will have to make up work will be the number of days absent plus one. For **example**, a student absent for three days would have four days to make up his/her work. Any work not completed within this period shall result in "no credit" for the missed assignment. Teachers are allowed limited discretion in the application of this policy, however; administration may extend the time allowed for completion of make-up work contingent on specific circumstances which will be determined in cooperation with staff, parents and the student affected.

4. STUDENT OPPORTUNITIES: EXTRACURRICULARS AND CO-CURRICULARS ARE PRIVILEGES

Yellow Medicine East Schools considers all of its extracurricular and co-curricular opportunities (opportunities above and beyond the regular classroom) as *privileges*. All activities, athletics, and fine arts are subject to consequences and eligibility rules. See the entire MSHSL Eligibility Requirements in the Activities Office, the MSHSL website, or on our website.

***Good Standing:** To be eligible for participation, a student must be in good standing, which means that the student is eligible under all the conditions of eligibility requirements of Yellow Medicine East High School as well as the MSHSL.

ACADEMIC ELIGIBILITY:

Any possible academic penalties must be accompanied with an alternative. The calendar may determine the severity of the consequence.

In order to ensure our students remain in good standing for their activities, both extracurricular and co-curricular, an academic ineligibility list will be generated. Grades will be monitored every four weeks in all classes.

If a student should post a class grade of “F” or an “I” at *mid-term*, the student will be placed on academic probation. While on probation, he/she is still eligible to participate in their activity. However, if the student does not earn a passing grade after the 2-week probationary period, the student is ineligible to participate until he/she earns a passing grade.

Athletics Penalties for Failing Quarter Grades:

For Activities with 11 or more scheduled events:

- ~~1 failing grade (F) - Student will not be allowed to participate in 2 events or for 2 weeks (whichever is longer).~~
- ~~2 failing grades (F) - Student will not be allowed to participate in 4 events or 4 weeks (whichever is longer).~~
- ~~3 failing grades (F) - Student will not be allowed to participate in 6 events (or more) or 6 weeks (whichever is longer).~~

For Activities with 10 or less scheduled events:

- ~~1 failing grade (F) - Student will not be allowed to participate in 2 events or for 2 weeks (whichever is longer).~~
- ~~2 failing grades (F) - Student will not be allowed to participate in 3 events or for 2 weeks (whichever is longer).~~
- ~~3 failing grades (F) - Student will not be allowed to participate in 3 events (or more) or 2 weeks (whichever is longer).~~

Penalties for Failing Quarter Grades for Fine Arts:

- ~~1 failing grade (F) - Student is ineligible to perform in the next Fine Art Activity.~~
- ~~2 failing grades (F) - Student is ineligible to perform in the next two (2) Fine Art Activities.~~
- ~~3 + failing grades (F) - Student is ineligible to perform in the next six (6) Fine Art Activities.~~

No Credit or Grades Withheld (NC or GW) due to removal from class as a consequence of attendance policy or removal from class policy are administered the same as a failing grade (F).

Students that are ineligible may practice with the team or group during the ineligibility period. Students may attend games and travel with the team during the ineligibility period.

ATTENDANCE ELIGIBILITY:

Yellow Medicine East Middle/High School believes attendance is a part of being in good standing as an MSHSL participant. Failure to follow the attendance policies will result in a loss of eligibility to be determined by the Activities Director and/or Principal.

1. The policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in that activity or program.
6. A student must be in school for four consecutive periods in order to be eligible to participate in a non-graded extra-curricular activity/program on that day.

BEHAVIORAL ELIGIBILITY:

Student Behavior and Expectations guidelines are outlined by the following, but not limited to:

1. YME Middle/High School Student Handbook
2. MSHSL Bylaws
3. YME Policies

*The YME Middle/High School Student Handbook can be located in the Principal's Office or online at www.isd2910.org. The MSHSL Bylaws can be found online at www.mshsl.org.

Students who earn a detention or suspension must serve that assigned detention or suspension prior to being reconsidered for eligibility.

CHEMICAL/TOBACCO/DRUG ELIGIBILITY:

A student shall not at any time, regardless of quantity,

- A. Use or consume, have in possession a beverage containing alcohol;
- B. Use or consume, have in possession tobacco; or,
- C. Use or consume, have in possession buy, sell, or give away any other controlled substance.

* E-cigarettes and other devices that deliver nicotine or any other products derived from tobacco fall under Bylaw 205 – Chemical Eligibility. Bylaw 206 may allow schools to impose a “Student Code of Conduct” violation for E-cigarettes and similar types of devices.

Students who violate the chemical/tobacco/drug rule will receive penalties for Category I, II, and III Activities. The following guidelines will be used to determine eligibility:

Category I Activities: MSHSL-Sponsored Athletics with schedules

Category I Penalties:

- 1st Violation - Student will not be allowed to participate in 2 events or 2 weeks (whichever is longer).
- 2nd Violation - Student will not be allowed to participate in 6 events or 3 weeks (whichever is longer).
- 3rd + Violation - Student will not be allowed to participate in 12 or 4 weeks (whichever is longer).

Category II Activities: MSHSL-Sponsored Activities (One Act Play, Debate, group and solo ensemble contests.)

Category II Penalties:

- 1st Violation - Student is ineligible for the next Category II activity.
- 2nd Violation - Student is ineligible for the next two Category II activities.
- 3rd+ Violation - Student is ineligible for the next three Category II activities.

Category III Activities: Musicals, plays, FFA contests, school-sponsored trips, prom, dances, pep band, Homecoming candidacy, SnoBall candidacy, and any other non-Category I or Category II school-sponsored activity.

Category III Penalties:

- 1st Violation - Student is ineligible for 14 calendar days from notification.
- 2nd Violation - Student is ineligible for 21 calendar days from notification.
- 3rd+ Violation - Student is ineligible for 28 calendar days from notification.

Applying the Penalty: Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.

Denial Disqualification: A student shall be disqualified from all interscholastic athletics and activities for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

Serving an MSHSL Penalty: A student must be a student in good standing, and able to be placed in the game, meet or contest except for the penalty being served. (Students who are not in good standing due to suspension, expulsion, injury, illness, family vacations, etc. are not able to be placed in a game, meet or contest and are therefore not able to count those contests toward the penalty.) The student must participate in and complete the entire season in which the penalty has been applied for it to count.

***Activity advisors, coaches, and Fine Art directors maintain the right to establish penalties that exceed the above mentioned.**

Families may request a review of eligibility decision. Please contact the High School Principal for additional information. Violations remain on your record for your entire high school career (7th-12th grade).

5. DETENTION UNDER FAIR PUPIL DISMISSAL ACT: Administrative-assigned detention will be held after school on designated days. The principal or designee must clear arrangements for other detention times.

The following rules apply:

- Late arrivals will not be permitted.
- Work must be brought for the entire period.
- No food, drink, or electronic devices will be allowed.
- No talking or sleeping will be allowed,
- Failure to abide by detention rules will result in removal; an additional hour will be assigned.
- Students are responsible for their own transportation

NOTICE:

1. Students will serve detention before being involved in **any activities** during the school day or after school.
2. Students with detention pending will not be eligible to participate in or practice for any extracurricular or co-curricular event until all detentions are made up.
3. Work and extracurricular activities are not a valid excuse to miss detention.
4. Students who do not serve their detention within this frame will be considered insubordinate and further disciplinary action will be taken

5. Any student that still refuses to serve their assigned detention **will be suspended**. At this time, a parent meeting with administration will be set up **by the student** to review this policy.
6. Any student suspended for three days (for any combination of reasons) in one school year may be scheduled for a meeting with the Principal.

6. STUDENT DISCIPLINE CLASSIFICATIONS

ACADEMIC DISHONESTY

This information pertains to any work assigned in class: daily homework, term papers, tests, etc.

Plagiarism:

1. Cutting/pasting information from Internet or book and not citing the source.
2. Using ideas and theories from someone else and not citing the source.
3. Copying another person's work or tests.

Cheating:

1. Stealing or purchasing tests or homework.
2. Handing in another's work as your own.

Cheating/Plagiarism may result in, but is not limited to, one or all of the following consequences:

FIRST OFFENSE:

1. Conference with teacher and administrator
2. The Teacher will notify the parent/guardian
3. Detention /Suspension to be determined
4. Zero credit with confiscation of work
5. Suspension from participating in any extracurricular or co-curricular activities. Time-out will be determined by the seriousness of the offense.

SECOND OFFENSE:

1. All of the consequences of the first offense
2. Fail class for the quarter

ARSON: Definition: The intentional destruction or damage to any school building or property by means of fire or explosives. Failure to exercise ordinary caution, resulting in fire in a school building or damage to school property

ASSAULT Aggravated - committing an assault upon another person with a weapon or a device used as a weapon, or an assault, which inflicts great bodily harm upon another person. **Physical** - Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. **Bodily Harm, Inflicting** - Committing an act, which unintentionally harms another person.

ASSAULT FIGHTING is violent, aggressive behavior by two or more individuals with the intent to inflict physical harm-differentiated from poking, pushing, shoving or scuffling.

ASSAULT-THREAT is a threat of bodily harm, stalking, or death to another person, without physical contact.

BURGLARY - Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

BULLYING is the intentional infliction of, or attempt to inflict injury or humiliation on another. Bullying is directed by a stronger student against a weaker one and may be either physical or verbal/direct or indirect. Bullying is subject to discipline under other categories including, but not limited to abuse, assault, harassment or cyber bullying. (Ref: Yellow Medicine East Bullying/Harassment Policy and Social Media Policy)

BOMB THREATS False - Intentionally giving a false alarm of a bomb.

DISORDERLY CONDUCT is engaging in offensive, obscene, or abusive language, or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.

DISRESPECTFUL LANGUAGE will not be tolerated on campus, at school-sponsored events, or on busses. (i.e., swearing, cussing, derogatory or demeaning comments or references.)

DISRUPTIVE BEHAVIOR IN THE CLASSROOM (Removal from Class) is defined as:

1. Willful conduct which materially and substantially disrupts the right of others to an education;
2. Willful conduct which endangers school district employees;
3. Willful violation of any rule of conduct specified in the Discipline Policy adopted by the Board;
4. Repeated inappropriate behavior that classroom discipline plan procedures have proven ineffective in correcting.

Procedure for Re-admission to the Classroom

1. A student will be referred to the Principal's Office for a conference with the building principal/or designee and will receive a consequence consistent with the action. The teacher will contact parent/guardian and have a readmission meeting with the student prior to the next class meeting;
2. A student removed from a class two or more times will be required to have a readmission meeting with the teacher and receive a consequence consistent with the action. The teacher will contact parent/guardian and have a readmission meeting with the student prior to the next class meeting;
3. A student remove from a class three or more times will be required to have a readmission meeting with the building principal/or designee, teacher, parent and student

DRESS CODE: The responsibility for the appearance of our students rests with the parents and the students. Clothing should be neat, clean and non-offensive. Common courtesy means appropriate dress, including footwear, should be worn at all times. Examples of inappropriate dress, include, but are not limited to: Clothing advertising substances illegal for juveniles (Example: tobacco, beer, liquor, drugs); Clothing containing obscene, discriminatory, or profane language or pictures; Clothing and accessories containing gang symbols (or colors) or clothing worn in a manner to identify gang membership; Immodest or provocative clothing is not permitted; You will be asked to change or cover up. This includes, but is not limited to: halter tops, tube tops, skirts and shorts that are considered "too short" or "too revealing".

Shirts must be at least long enough to meet the top of the pants (no bare midriffs). Shirts that over expose cleavage are not permitted, you will be asked to change or cover up. Over exposed undergarments (bra straps, underwear, pajama pants, boxers) will not be allowed. School issued athletic apparel is subject to school dress code policy during normal school hours. Coats/jackets and caps/scarves should be placed in lockers upon arrival and must remain in lockers during school hours at teacher's discretion. Hats and hoods are not allowed to be worn by the student body in the school buildings during normal school hours.

The student will be advised by the principal as to what adjustment must be made, if the student fails to remedy the problem at that time, the parents will be contacted. If the problem remains uncorrected, the student will be removed from the class or activity involved until the student corrects the situation **as per Minnesota Statute, 127.26 Chapter 572 of the Pupil Fair Dismissal Act.**

The final decision rest with the Principal. Consequences will be consistent with the YME Student Code of Conduct and progressive discipline.

ELECTRONIC DEVICES: Cell phones and other electronic devices may not be used between the start of the first period and the end of the last period each school day unless they are part of the instructional content of a course under required teacher supervision or during lunch and passing periods at principal's discretion.

Students are not allowed to record content or conversations in the classroom or to take any pictures of people without prior written consent. Doing so will result in the authorities being notified and legal action will follow. Cell phones will **not** be permitted in bathrooms or locker rooms.

Any electronic devices deemed to be inconsistent with the educational mission of the school are not permitted. They will be confiscated and held in the office until a parent picks them up.

All of these items are the sole responsibility of the student.

Students are encouraged to leave these items at home. These items interfere with the educational mission of the school at times and serve as targets for theft. Our lockers are not secure.

Failure to turn over the cell phone will result in disciplinary action.

Electronic Device Discipline Procedures:

1st Offense: Confiscate electronic device and return at the end of the school day. All office hours apply.

2nd Offense and Beyond: Confiscate electronic device and parents will be required to pick them up at the end of the school day. All office hours apply. Repetitive offenses may result in progressive disciplinary action consistent with the action.

A. Students and Social Networking: As a student at Yellow Medicine East Middle/High School, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours.

Social network sites, other digital platforms and distribution mechanisms that facilitate students communicating with other students are considered “Social Networking” platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important the Yellow Medicine East students be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any online social network sites and/or digital platforms. However, users must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as, the YME Student Handbook. As a Yellow Medicine East student, you must be aware of your Student Handbook regulations and expectations of our said extracurricular programs. Ignorance of these regulations does not excuse students from adhering to them.

B. Guidelines for Students: These guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an online environment. As a student at Yellow Medicine East you should:

Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes property of the website and public record.

Be aware that community members, family and potential current and future employers and college admissions offices often access information you place on online social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.

Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in emails.

Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.

Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like “Google” or “Yahoo” may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.

Whoever is the “adult” (over 18) responsible for the contracts, computers, phone lines, etc. is liable for your actions as a minor as well.

Things students should refrain from:

Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers or coaches; student-athletes, administrators or representatives of other schools.

Demeaning statements about or threats to any third party (including support of demeaning statements and threats); don’t respond to these.

Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.

Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.

Indicating knowledge of unreported felonies, crimes, thefts or damage to property or unethical behavior.

Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when.

Students, Parents and Guardians, let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Activities Director.

The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

FALSE ALARM: Intentionally giving a false alarm of a fire or other emergency notification system (such as 911), or tampering or, interfering with any alarm.

FIREWORKS: Fireworks, possession: possessing or offering for sale any substance, combination of substances or articles prepared to produce a visible or audible effect by combustion, explosion, deflagration, or detonation.

GAMBLING involves the playing of a game of chance for the stakes during school hours. This includes but is not limited to dice, cards, betting pools, pogs, etc.

GAME BEHAVIOR: The caliber of excellence put forth by all our teams is also expected by those attending all of the events. These contests are a learning experience for everyone, and we highly encourage total school involvement. We expect our fan conduct to set an example for all schools. Those students who refuse to fully cooperate will be denied the privilege of attending.

HABITUAL /SEVERE CLAUSE: Habitual/Severe abuse of the rules, policies and excessive disciplinary referrals which hinder the smooth operation of the school and/or jeopardize the welfare of other students or adversely impede the learning environment may result in the following consequences: disciplinary conference with the student, parent and administrator; out-of school suspension, or referral to the school board for a possible change of placement or exclusion/expulsion proceedings. Suspensions are made by the administration and cannot be appealed.

ILLEGAL SUBSTANCES: You are NOT to use, possess, distribute or be under the influence of tobacco, smokeless tobacco, alcohol, or other prohibited illegal substances at any time on the school grounds, including at all school-sponsored events or at other sites, which are school, sponsored activities/events. This includes all prescription and non-prescription medicines unless specifically approved by legislated/school district policies. A student who uses at school or has in his possession at school or attends a school function after the use of alcohol or drugs may be subject to suspension and referral

to local authorities. The assignment of suspension depends upon the severity of the incident. The school administration will make the final determination in such matters. **See YME Behavior Guidelines

INSUBORDINATION is the willful disregarding or resisting the direction or request of any person in authority. Interference, Disruption or Obstruction: any action taken to prevent one or more staff members or students from exercising their assigned duties and disrupting the learning environment.

INTERFERENCE/OBSTRUCTION/TELEPHONE THREAT is any action taken to prevent a staff member from exercising his/her lawfully assigned duties or cause major school interruption through telephone threats. This includes refusal to cooperate in an investigation or by lying in an investigation.

POSSESSION AND/OR DETONATION OF PYROTECHNIC (FIRE STARTING) DEVICES: These devices may include but are not limited to the following: matches, lighters etc. Explosives and Incendiary Devices, Possession and/or use: Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat.

PUBLIC DISPLAY OF AFFECTION: Students must refrain from kissing, embracing or any inappropriate touching while in the school. Lewd behavior: sexual conduct that is considered indecent or offensive.

ROBBERY/EXTORTION: Obtaining of property from another where his /her consent was induced by a use of force or threat of force.

THEFT: The unauthorized taking of the property of another individual.

THEFT OF SCHOOL PROPERTY: This refers to the unauthorized taking of and/or the unauthorized possession of school property.

TRESPASSING: Trespassing: being present in any district facility or portion of a district facility when it is closed to the public or when the students does not have the authorization to be there or unauthorized presence in a district vehicle

UNAUTHORIZED USE OF SCHOOL PROPERTY: The unauthorized/illegal use/or taking of school property for school or non-school sponsored activities.

USE OR POSSESSION OF TOBACCO AND/OR TOBACCO PRODUCTS: Use of and/or Minnesota statutes and school district policies will govern possession of any type of tobacco products by any student, regardless of age. It is against the law for students to possess or use tobacco products. Students will be referred to the police via a written “police tag” if observed using. (Note School Staff are mandated reporters and must report violations to the police-tags will be issued.) If caught in possession or using on school grounds students will be suspended, items will be confiscated and turned over to the police along with a written citation/tag. (Use of tobacco is a MSHSL violation and students in activities will forfeit their eligibility if caught using or in possession.)

**Any and all violators of this policy will be referred to the Activities Director for possible MSHSL Rule enforcements.

USE, POSSESSION, DISTRIBUTION OR SALE OF ILLEGAL DRUGS, ALCOHOL, INHALANTS, HARMFUL CHEMICALS, ELECTRONIC CIGARETTES AND/OR CONTROLLED SUBSTANCES ~ INCLUDING PRESCRIPTION MEDICATIONS/NOT PRESCRIBED TO THE STUDENT AND/OR NOT APPROVED* or Narcotics or Related Paraphernalia:

Students who violate the rules concerning the use of alcohol and drugs will be subject to all of the following procedures: This standard of conduct is mandated by the State of Minnesota and U.S. Departments of Education.

Under recent legislation by the State of Minnesota “High School students are permitted to carry a maximum of two doses of over the counter medication for self administration to relieve symptoms of minor pain, cramps, indigestion and headache. This legislation DOES NOT ALLOW high school students to carry Over The Counter (OTC) stimulants used to stay awake

such as Ephedrine, Nodose etc. or prescription medication which must be kept in the Health Service Office and administered by a nurse/designated health office worker.

****Please see the Student Medication Board Policy**

VANDALISM: knowing and willful damage to property. Damage of property (vandalism): intentionally defacing, cutting or otherwise damaging property that belongs to the school, district, other students, employees or others. (NOTE: Tampering with or disabling surveillance, safety, fire or security equipment will automatically result in consequences beginning at the 2nd offense level.)

VERBAL ABUSE: Abuse: Verbal, written or otherwise expressed - Arousing alarm in others through the use of language that is discriminatory, abusive, bullying, threatening, or obscene.

WILLFUL DAMAGE OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS: "Willful Damage" is the intentional cutting, defacing, or damage of any property, real or personal, belonging to the school district, or to any individual within the school setting.

WILLFUL DISOBEDIENCE: When a student is insubordinate, defies authority or is threatening towards authority, a teacher will write on the discipline referral "**willful disobedience of valid school authority**". The student may be immediately suspended for the remainder of that day.

Progressive Discipline for Violations of YME School Conduct include any or all of the following:

- A. Student conference with teacher, principal, social worker or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Expulsion under the Pupil Fair Dismissal Act.

****Please reference YME Behavior Guidelines in the Principal's Office**

8. YELLOW MEDICINE EAST SCHOOL BOARD SPECIFIC POLICIES:

BULLYING PROHIBITION POLICY 514: A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Any act of bullying by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying, but also to students who, by their indirect behavior, condone or support another student's act of bullying. The policy also applies to any student whose conduct at any time or in any place constitutes bullying which interferes with or obstructs the mission or operations of the school district, or the safety or welfare of the student, other students or employees. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or support another student's act of bullying. Bullying means any written or verbal expression, physical act of gesture, or pattern thereof, by a student which is intended to cause, or is perceived as causing, distress to one or more students and which substantially interferes with another student or student's' education benefits, opportunities or

performance. Bullying includes, but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

- a. harming a student,
- b. damaging a student's property,
- c. placing a student in reasonable fear of harm to his or her person or property, or
- d. creating a hostile educational environment for a student.

Upon completion of an investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, or remediation.

**A complete copy of the Bullying policy is available for your review in the District Office

HARASSMENT POLICY: Participating in, or conspiring with others, to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their race, cultural or religious background, their sexual orientation or any disabilities they may have. The school district will act to investigate all complaints, formal or informal, verbal or written. The school district will discipline any student or employee who violates this policy according to school district policies.

Students are requested to complete a "Harassment Complaint Form" to provide documentation of any racial, religious or sexual harassment. These forms are available in the Principal's Office.

**A complete copy of the harassment policy is available for your review in the District Office.

HAZING POLICY 526: Hazing means doing something, or making another student do something, that creates a risk of harm to a student in order for the student to be initiated into, or affiliated, with a student organization/group. Engaging in any behavior which constitutes hazing is a violation of school discipline policy and may subject the student to discipline including suspension and expulsion.

**A complete copy of the harassment policy is available for your review in the District Office

SCHOOL BUS - APPLICATION OF THE STUDENT CODE OF CONDUCT

Reference: Yellow Medicine East Transportation Policy located in the District Office

The YME Student Code of Conduct is in effect from the time a student is at the designated bus stop to board the bus at the beginning of the day until the student gets off the bus at the end of the day and remains visible to the bus driver. Bus drivers are responsible for the orderly conduct of pupils while they are on the school bus and may apply progressive student discipline who participates in unacceptable behavior.

Bus Ridership - Law provides that students be transported to school according to a set of guidelines. In order to be consistent with state law, the school system will adhere to the following regulations outlined in school board policy and the YME Student Code of Conduct:

Discipline Plan Rules: Consequences:

Follow directions the first time they are given by driver:

1. Driver warns student.
2. Driver fills out bus conduct report;
3. Director has a conference with student;
4. Suspension of riding privileges.

**Progressive Student Discipline will be used

POSSESSION OF WEAPON POLICY 501: (on school grounds, buses, school vehicles or at school activities.) Weapon means: any firearm, loaded or unloaded, or any device which, through its use, is capable of producing great bodily harm or death, (firearms, bullets, guns, look-alike guns, knives, clubs, nun chucks, explosives, mace or other chemicals, spears or student made devices.) Possession of a weapon will result in penalties that include: initial- suspension up to ten days (for investigation purposes); confiscation of weapon; referral to the police department; recommendation for expulsion

**A complete copy of the harassment policy is available for your review in the District Office

III. MISCELLANEOUS ITEMS

ACTIVITIES FOR STUDENTS ASSEMBLIES: Students will be assigned specific seating for all assemblies and they will be dismissed by the PA system or their teacher. All assembly attendance is mandatory unless excused individually by the Principal.

ADVERTISING AND PROMOTIONS: Neither the facilities, the name, the staff, nor the children of the school system, nor any part thereof shall be employed in any manner for the advertising or otherwise promoting the interests of any commercial or other non-school agency or organization. The Yellow Medicine East School District employees must not recommend any commercial product, service or aid in the distribution of literature or publicity endorsing or recommending such product or service.

ALLERGY PROCEDURE: Yellow Medicine East School District is “nut safe”. Our schools are NOT completely peanut/tree nut free, but measures are put in place to provide a safe environment for students with known peanut/tree nut allergies. Yellow Medicine East School District is a “Latex-free” environment. Visiting pets/animals are prohibited in YME schools. An exception will be made for service animals and approved classroom curriculum units involving animals as part of a lesson or lessons.

Classrooms:

- 1) For classrooms with student(s) with life-threatening allergies, a notification will be sent out prior to the students first day of school notifying families of the allergy and precautions that will be taken to prevent a reaction.
- 2) Information should be kept about students’ life-threatening allergies in the classroom. These foods/items should not be used for class projects, parties, holidays and celebrations, arts, crafts, science experiments, cooking, snacks, or other purposes in the classroom of a student with life-threatening allergies.
- 3) Tables should be washed with soap and water in the morning if an event has been held in the classroom the night before.
- 4) Proper hand washing technique by adults and students should be taught at the beginning of the school year and required before and after the handling/consumption of food.
- 5) Eating in the classroom is prohibited unless part of an organized classroom activity or classroom curriculum (e.g.- scheduled snack times in the elementary school, classroom celebrations or rewards, holiday or birthday parties, FACS class, etc.).
 - a) Teachers are to notify the school nurse and school principal if a classroom activity where food will be served or shared is taking place.
 - b) No homemade treats or food items, for students, will be brought into our schools either by parents or staff unless preapproved by the school nurse and school principal. All treats must be commercially prepared and packaged for distribution with intact ingredient labels.
**Classrooms with students who have life-threatening allergies may have more specific guidelines depending on the type(s) of allergy.*
- 6) Food preparation and the use of food manipulative will be allowed in academic curriculum with the principals’ and school nurses pre-approval.
- 7) No items in the classroom will be stored in previously used food containers (peanut butter, jelly, or any other kind of jar).

Food Services/Cafeteria

- 1) The school lunch program will not serve any food items that may cause a life-threatening situation. Medical documentation and an “Allergy Action Plan” are required and must be renewed each school year.
- 2) There will be a table in the cafeteria designated “allergen free”. Students with life-threatening food allergies may sit at this table. Only students eating school lunch will be allowed to eat at this table.
 - a) The designated table should be clearly identified.
 - b) The designated table should be cleaned thoroughly in between each lunch session. Disposable wipes and dedicated water are encouraged to avoid cross contamination.
- 3) The food service director is to maintain food labels for each food served to students for at least 24 hours following service in case a student has a reaction from a food eaten in the cafeteria.
- 4) Students with home lunch must eat in the cafeteria. Students are not permitted to eat lunch in hallways, classrooms, or other student areas unless given direct permission from administration.

- a) Students leaving school grounds for lunch are expected to finish food/drink items off school grounds or in the cafeteria.
- b) Students are encouraged to wash their hands after eating so that no traces of allergens will be left on their hand.

School Field Trips

- 1) The principal, in consultation with the school nurse, will be responsible for determining the appropriateness of each field trip and consideration of safety of the student with life-threatening allergies.
- 2) The field trip organizer is to notify the school nurse in a timely manner of all field trips.
- 3) Medications including epinephrine auto-injector and a copy of the student’s “Allergy Action Plan” must accompany the student. The name and phone number of the nearest hospital will be a part of the student’s emergency plan.
- 4) A cell phone must be available on the trip for emergency calls.
- 5) Parents of a student at risk for anaphylaxis should be invited to accompany their child on school trips, in addition to the chaperone.
 - a) In the absence of accompanying parents/guardian or nurse, another adult must be trained and assigned the task of watching out for the student’s welfare and for handling any emergency. The adult carrying the epinephrine should be identified and introduced to the student as well as the other chaperones.

ANIMALS IN SCHOOL: Students who bring animals to school must have prior, written approval from the building principal. All domesticated animals brought to school must be properly vaccinated. Non-domesticated animals are not allowed in the classrooms because of health concerns. Animals in the classroom will be used for educational purposes only and are not to be in the area indefinitely. Every effort will be made to determine if there are any sensitive occupants with allergies. Teachers will inform parents when an animal will be used in the classroom. When there are concerns about allergies, asthma or other health related issues, animals will not be allowed in school.

ANNOUNCEMENTS: Announcements are made during advisory and are posted in the hallways and on the Yellow Medicine East website.

ATHLETIC EVENTS / PEP FESTS: Please sit in YME MS/HS’s cheering sections. Always treat visiting contestants and spectators as guests. “Booing” or antagonistic taunting behavior of game officials or opposing contestants is prohibited. Dress should promote YME HIVE pride and each individual must be identifiable by the supervisor. During the playing of the National Anthem, students should stand respectfully, either singing or remaining quiet, and with caps removed. We also expect students to stand during the playing of school songs, both visitors’ and YME MS/HS fans. Remember to conduct yourself at all times in a manner that will reflect positively upon yourself and Yellow Medicine East Middle/Middle/High School, both at home and away contests.

BACKPACK GUIDELINES: Students will not be permitted to use a backpack during the school day. They are permitted to use backpacks to carry books and supplies to and from school and Physical Education class but are not permitted to carry their backpacks with them between classes. Backpacks must remain in the student’s locker. Students have an opportunity to go to their student lockers several times a day: before first period, before or after lunch, and before boarding the bus at dismissal. Purses and other smaller handbags must be able to be stored underneath the student’s desk. Discretion is left up to the teacher. This policy is in response to the following concerns: the weight students carry on their backs and safer classroom environments.

BOOKS AND MATERIALS: MN Statute 123.37, subd.1 (b) requires the school board to notify parents about its policy to charge fees for lost, damaged, or destroyed books. Teachers issue books at the beginning of the year/semester. A fee will be assessed for a damaged or lost text.

CAMPUS POLICY: The school campus includes the middle/high school building and surrounding grounds and other sites when classes or activities are taking place. All school rules and regulations will be enforced on the entire school campus before, during, and after school hours.

Grades 6 ~ 9, will have closed campus all day (including lunch time). They must stay on school property. Grade 10 ~ 12 may leave the school during their lunch period and during their free hour. Students leaving the building must exit via door 16, which is located by the cafeteria. Students will be required to re-enter the school building through door 16 during

designated time or the main front entrance. This privilege may be revoked temporarily or for an extended period as a consequence for violation of school rules or abuse of this privilege. Students in grades 10-12 who use poor driving judgment, leave trash in the school parking lots, and/or have discipline issues that surface, etc., may have this privilege revoked.

CAMPUS VISITORS: Parent visitors to our building are always welcome, but for the sake of maintaining building security, we must insist that all visitors report to the Principal's Office and obtain a visitor pass. All visitors are to use the main entrance on 9th Street entering through the Main Entrance doors. Visitors who wish to see staff are encouraged to call ahead and make an appointment with the staff member and follow all visitor procedures. **Student Visitors are discouraged during the regular school day.**

If there is a request for a student visitor, the following guidelines will apply:

1. **Parent notification 24 hours in advance.**
2. **Student visiting must not be missing his or her own school.**
3. **No visitors during finals or finals week.**
4. **No visitors on the day before or after a holiday break.**

Students leaving the campus for any reason other than the above circumstances must have permission from their parent/guardian and be issued an out-of-building pass from the Principal's Office in order to leave the campus. You are to arrive at a specified time and you are not to leave at any time without the written permission of the Principal. Should it become necessary for you to leave school, you must report to the Principal's office for a pass. **Written permission from your parent or legal guardian must be presented in order to leave the building.** A violation of the policy may result in detention or suspension

COLLEGE VISITS: Juniors and seniors may take post-secondary campus visits (2 per year). These must be pre-excused three days in advance by completing the College Visit Form, which can be obtained from the Success Coordinator's Office. This form must be signed by a parent/guardian even if the student is 18 years of age. The student must be in good academic standing and the Success Coach and/or the Building Principal will give final approval. College visits are discouraged after May 1.

CUSTODIAL/NON CUSTODIAL PARENTS: It is the responsibility of a custodial parent to provide court documentation to the principal relative to the rights or non-rights of the non-custodial parent. Unless documentation is provided, the school will provide copies of student information to the second parent. It is the responsibility of the parents to provide updated addresses and phone numbers when changes occur.

DANCE POLICY: Dances are for Yellow Medicine East Middle/High School students only. The three exceptions to this policy are Homecoming, SnoBall, and the Prom. An invited guest to these dances must not be older than twenty years of age. Students or guests who falsify identity will forfeit the admission to the dance and will not be allowed to participate. These guests are required to register in the Principal's Office prior to the dance. Attendees at all dances must comply with rules regarding tobacco, alcohol and other drugs. Coats, purses, bags, etc. must be checked in with the chaperones (these items will not be allowed into the dance area). Any student who leaves during a school-sponsored dance is not allowed to re-enter. Prom Guidelines are available upon request.

DELIVERIES: We strongly recommend that deliveries of items to students (balloons, flowers, etc.) not be arranged to occur at school. These items cannot be delivered to the classroom and end up in the office areas until students can pick them up at the end of the day. Transporting these items home, especially for those who ride the school bus, can also be a problem. Because of time constraints, the school will not be responsible for deliveries that the student does not pick up. YME is a latex free building and latex balloons are not allowed onsite.

DIRECTORY INFORMATION: The Yellow Medicine East Public Schools, Independent School District #2190, proposes to designate the following personally identifiable information contained in your education record, as "directory information" and it will disclose that information without prior consent. (See School Board Policy)

- Your name
- The names of your parents or guardians
- Your telephone number
- Your address
- The date and place of your birth

- Your grade level completed
- Your extra-curricular participation
- Your weight and height if a member of an athletic team
- Your achievement awards of honor
- Your photograph if available
- The dates of your school attendance
- The school or district you attended before you enrolled in the Yellow Medicine East Public Schools

If your parent/guardian objects to the designation of any or all of the above information as directory information, please notify the school administrator or school superintendent in writing by September 15.

On or after September 15, the record custodians indicate the items the district will designate as directory information and will appropriately mark your record. This designation will remain in effect until it is modified by the written direction of your parent/guardian.

Student Records: Parents and students are informed that they have the following rights (See School Board Policy):

Parents and students have a right to inspect and review the student's education records. A written request is necessary stating as precisely as possible the records to be reviewed,

The parent or student has the right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights,

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated there under,

The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the school district to comply with the federal law and regulations promulgated there under,

The right to be informed about rights under the federal law, and

The right to obtain a copy of this policy.

DISTRIBUTION MATERIALS / DISTRIBUTION MATERIALS /ADVERTISING: Any and all materials/information/promotions and announcements which staff, students/parents or other outside school agency's/group's wish to post and display on or in school property must be approved two days in advance by the school administration. The administration reserves the right to prohibit and/or limit the distribution of materials and/or the posting/display or promotion of information and/or events.

ELASTIC CLAUSE: The administration reserves the right to amend any provision in this handbook deemed to be in the best interest of the educational process. Furthermore, the principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties, as he considers necessary. Each situation is different and will be handled on an individual basis.

EMERGENCY SCHOOL CLOSINGS: If it is necessary to close school due to severe weather or emergency conditions, please listen to the local radio (Q102, KWLM, K100.1, KMHL, KKCK, KARL, KARZ, K95.3, The River, KDJS, KMGM, KDMA and KKRC), TV stations (WCCO, KSTP, KSAX, KRWF, FOX 9, KARE 11), social media, school website and JMC Messenger.

ENTRANCES / EXITS: All doors on campus will be locked for student safety from 8:30 am till 3:00 pm. Students riding the school bus should enter/exit the building through **Door 16**. Students driving to school should enter the building through Door 16. Morning drop-offs should happen on the North side of 9th Avenue for student safety. Parents, visitors and guests should enter the building at the main entrance doors. At the main entrance there will be a notification for all visitors to be identified prior to entering into the building after 8:30 am. Upon notifying the secretary of your intent, the visitor will

register in the Principal's Office where you will receive a Visitor's Badge. Propping, rigging or disabling a secure door: any action, which causes a door to be unsecured in order to facilitate subsequent re-entry, is against the school rules.

FIRE AND TORNADO DRILLS, STATEWIDE TORNADO DRILLS, LOCKDOWNS: The school will conduct periodic drills. Practice runs are designed to improve the evacuation procedure in case of a real emergency. Students will be expected to cooperate fully during these drills.

FOREIGN EXCHANGE STUDENTS: YME Public School will work with Exchange programs as approved by the International Educational Travel and Exchange Programs Council and the National Association of Secondary School Principals. A foreign exchange student will be placed in the age-appropriate grade as determined by the Principal. However, a student who has "graduated" from their home country high school will be placed in the senior class of YME High School. For an exchange student to receive a Certificate of Attendance at graduation, he/she must have been enrolled as a senior and have been in attendance for an entire school year. Foreign exchange students are not eligible for a diploma unless a previous transcript is provided and they will meet the graduation requirement outlined above. **See YME Graduation Guidelines.

HEALTH EMERGENCY INFORMATION: If your child has serious health or medical issues which may affect him/her at school, please contact the school nurse in order to discuss it before school starts in the fall. If you would prefer, you may contact the teacher(s) who may "need to know" directly. Together parents and school personnel will make an appropriate health plan which will help the student manage any health concerns at school.

ILLNESS/ACCIDENTS: If your child becomes ill in school, every attempt will be made to send your child home. Should your child have a minor injury, the nurse or someone designated to do so will provide first aid. If the accident is of a serious or life threatening nature, emergency services will be contacted, followed by the parent or legal guardian. If we are unable to contact you, we will contact the persons you have designated on your child's emergency card. For this reason it is very important to provide us with accurate contact information and that phone numbers are updated as they may change throughout the year. When in non-emergency situations and all attempts to contact someone on the emergency card fail, your child will remain in school and be sent home at the end of the day in the same manner in which they came to school.

As a general rule, students with a temperature above 100 degrees will be sent home. Likewise, we ask that your child be free from fever (temperature above 100 degrees without medication) for 24 hours before he/she returns to school after being ill. Please be sure to contact the school as early in the day as possible if your child will be absent that day.

STUDENT MEDICATIONS:

PURPOSE The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, registered nurse, licensed practical nurse, or other designated staff member will administer prescribed medications in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription and non-prescription medication or drugs at school requires a completed and signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. The form will include or have attached written orders from a licensed health care provider. The forms are available through the nurse's office.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label. Over the counter medications to be administered by the school district must arrive at school in the original container sealed by the manufacturer. Over the counter medications will be administered according to manufacturer's instruction unless otherwise expressed in writing by a licensed health care provider.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.

I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

J. Parents will notify the school if a medication is to be sent on a field trip. Teachers/designated school personnel may carry and administer the medication on a field trip according to school policy and procedures.

K. Specific Exceptions:

1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine. An "Administration of Treatment" form must be completed annually (once per school year) and/or when a change in treatment occurs;
2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy; 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if: a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication; b. the inhaler is properly labeled for that student; and c. the parent has not requested school personnel to administer the medication to the student. The parent must submit written authorization for the student to self-administer the medication each school year. The student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed. If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;
6. Any student in grades 6-12 may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
7. Prescription non-syringe injectors of epinephrine, consistent with state law, if the parent and prescribing medical professional annually inform the pupil's school in writing that: a. the pupil may possess the epinephrine; or b. the pupil is unable to possess the epinephrine (ex. EpiPen) and requires An "Allergy

Action Plan” must be completed and signed by a licensed health care provider. The plan must designate the school staff responsible for implementing the student’s health plan, including recognizing anaphylaxis and administering non-syringe injectors of epinephrine when required, consistent with state law.

8. Medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individualized health plan).

9. Medications: a. that are used off school grounds; b. that are used in connection with athletics or extracurricular activities; or c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

K. “Parent” for students 18 years old or older is the student.

LOCKERS: Student lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school policies. As soon as practical after the search of a student’s personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Items of a dangerous nature are not to be stored in lockers (i.e. Gun Safety class, knives, weapons, etc.). Students will be responsible for keeping lockers clean and for damage done to lockers.

**School board policy is available in the Principal’s Office for your review.

LOST and FOUND: If you have lost books or personal property, please check in the office. You must be able to prove ownership by identifying the article.

LUNCH/CAFETERIA: ALL FOOD AND DRINK ARE TO BE CONSUMED IN THE CAFETERIA. Food or drink cannot be carried into any part of the building without prior approval from the school nurse or administration. Open Campus and lunchroom privileges will be restricted if necessary. Students are to clean up after themselves and practice good manners while using the lunch services. A “debit card” system is used for payment of lunch. Students/parents can deposit in their accounts by leaving checks in the high school office, giving them directly to the cashier in the lunchroom or paying online through the STING Store. Students on free/reduced lunch must pay for additional milk, seconds, and/or ala Carte items.

MEDIA CENTER/LIBRARY: Yellow Medicine East Middle/High School Media Center is open to all students and is well stocked with books, periodicals, pamphlets and an assortment of audio-visual material. Students are invited and encouraged to make use of the facility to do research for a class or to check out media center material. The library is a place for “quiet” work. Study hall students wanting to use the library should secure a pass prior to reporting to study hall. An entire class or an individual from a class by way of a pass can use the media center. The hours are open Monday through Friday from 7:45 a.m. until 3:45 p.m. Lost and/or damage to books or technology equipment are the personal and financial responsibility of the student.

ORGANIZATIONS AND ACTIVITIES: Yellow Medicine East Middle/High School has an activity program to be proud of. Our organizations and activities have earned high honors and recognition because of active student participation, excellent facilities, interested and qualified instructors, and support staff, administration and community.

PESTICIDES: The school district periodically must use pesticides in order to maintain proper health and safety conditions. Notification will occur to students and staff when pesticides and certain chemicals are used in and around the school building and grounds. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the district office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance is recited on the first day of the school week. "Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice." Students are asked to stand as a courtesy and out of respect for others.

POSTERS: All posters or announcements to be displayed anywhere in the building including the bulletin boards must be approved by the principal or other authorized personnel. It is understood that all signs posted will be taken down after a reasonable length of time.

PUBLICATIONS: A student may not produce and/or distribute petitions or other printed documents of any kind that are disruptive to the conducting of school. A student shall not produce and/or distribute any petitions, documents, or posters/advertisements of any kind or sort on school premises during the school day without the specific approval of the principal.

RIGHTS:

The Right To Free Speech and Expression

Students represent a wide range and diversity of opinion and background. Students have the right to express opinions, to take stands, and to support causes, either publicly or privately. This is provided that such expressions are not libelous, profane, obscene, and do not interfere with the rights of others or disrupt the atmosphere for learning in the school.

- Freedom of student expression is protected by the school policy.
- School-sponsored publications shall follow the rules for responsible journalism. Permission of the school principal is required for distribution of literature. The time and place for distribution will be limited according to established guidelines.
- Notices concerning information about events, which will take place within the school area, shall be posted in the place designated by the principal. All notices for events either inside school or outside shall be approved by the principal or a representative designated by the principal before posting.

The Right Regarding Student Dress A student has the right to choose manner of dress and personal grooming unless it represents a clear danger to the student's health and safety, causes an interference with work, creates classroom or school disorder, or violates the dress code. For more information on student attire, see the section on **student dress**.

Discrimination/Sexual Harassment in any form is not to be allowed or condoned. Any inquiries regarding this policy of this handbook should be directed to the **Principal's Office** or call (320) 564.4083 (See School Board Policy)

The Right to be Informed of Rules

Student has the right to be informed of all policies, rules, and regulations they will be expected to follow. The basic rules shall be published and distributed to all students and available to other interested persons. Copies of these rules governing the code of conduct shall be available in the school office.

The Right to Privacy

The student's right of privacy regarding school records will be protected and any disclosure of information from student permanent records shall be consistent with legal requirements (See School Board Policy)

The Right to Personal Property

Students have a right to be secure in their persons, papers, and effects, however:

- Students must refrain from bringing onto school property or to the school-sponsored events any material or item that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other persons.
- When reasonable cause exists for a principal to believe that such items are present, general or individual searches may be conducted under the authorization of the principal, or any representative designated by the principal.
- **Lockers** are the property of the school and may be searched at any time by school officials. (See School Board Policy)
- Search of an area assigned to a student will be conducted in the presence of the student, if practical.
- School authorities will seize illegal items and items that are used to disrupt or interfere with the educational process may be removed from student possession.
- Personal Items of value should be left at home. The school is not responsible for lost or stolen articles.

REQUESTS FOR HOMEWORK: After **3 or more consecutive days of absences** it is appropriate for the parent/guardian of an absent student to contact the Middle/High School Office **to request homework**. Assignments will be collected from teachers and can be picked up at the Middle/High School office at the end of the school day.

STUDENT PASSES: All students leaving a class must receive teacher permission and request the teacher issue them a student pass. All students in the hallway during scheduled classes must have a pass and the pass needs to be visible to staff.

Unless it is an emergency, students needing to see the social worker, nurse, other staff member or administration, must have permission and a pass. Violation of this procedure/policy will subject the student progressive discipline. Students are not to leave the building between classes without permission. Exception to this is a senior with a free hour or a sophomore/junior/senior during scheduled lunchtime. Students are required to sign-in and out of class. Students are not allowed to go to the parking lot or run errands without the permission of the Principal's Office.

STUDENTS AND DRIVING: The privilege of students driving to and from school carries with it certain responsibilities. Cruising in autos, speeding, or other acts of behavior, which violate school policies or community laws, will result in denial of privileges, and complaints filed with the local police department. Students are not to be in, or lounge in, autos during school hours except for purposes of going to and from school. **Students may not drive to and from practice or school sponsored activities unless cleared through the Activities Office and/or Principal's Office.**

The designated student lot for parking during the school day is the East Lot. No parking in areas designated for visitors and staff, in yellow painted areas, fire lanes, and do not block the driveways or sidewalks. Consequences for violation of parking policies will include: warning, restricted privileges or having improperly parked vehicle **towed away** at owner's expense.

STUDENT FEES: Materials required for basic instruction in any course will be provided at no expense to the student. However, in a number of courses, students, at their election, may be allowed to complete projects for personal use, which require materials other than those, necessary for basic instructions. Failure to pay fees within 30 days of the start of the semester will result in withheld credit(s) and a loss of opportunity to participate.

STUDY HALLS: The purpose of study hall is to provide a supervised, structured atmosphere for students to study. Students may access the resource room for assistance but must secure prior permission to leave the study hall area. Students are expected to bring all study materials with them. Permission to use the library or computer labs must be secured before reporting to study hall. All electronic devices follow the Electronic Device Procedure.

TECHNOLOGY & INTERNET USE

****See School Board Policy 524**

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system, electronic resources, and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system, electronic resources, and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system, electronic resources, and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. This policy shall apply to all users of the School District's computer system, electronic resources, and Internet, including but not limited to students, faculty, administrators, support staff, agents and board members. This policy shall apply to the use of the School District's electronic resources provided by any means, including but not limited to: desktop computers, laptop computers, PDAs, Smart Devices, printers, mobile devices (wireless), network servers.

Consequences: 1st Violation: 4 weeks suspended privileges, 2nd Violation: 8 weeks suspended privileges, 3rd Violation: 16 weeks suspended privileges.

TELEPHONE: The office and classroom phones are for school business and are not to be used by the students. Students are permitted to use the office phone for emergencies only! No calls will be transferred to classrooms while class is in session.

TRANSCRIPT REQUESTS: Student transcripts are available during the regular school year. Please make requests accordingly and in a timely manner to the High School Principal's Office.

TRESPASSERS: The principal or his designee has the right to remove any person from the Yellow Medicine East Middle/High School campus, as they deems necessary. The school campus includes the Middle/High school buildings and surrounding grounds and other sites when. Classes or activities are taking place. All school rules and regulations will be enforced on the entire school campus before, during, and after school hours.

VIDEO SURVEILLANCE: Video cameras / monitors in the school and on the school buses are for safety purposes and assist in protecting the rights of all students to come to a safe school environment. Cameras are recording images 24 hours a day, seven days a week. The images obtained are for school and law enforcement. They are not for “public viewing”.

MSBA/MASA Reviewed: 2009

Previous Adoption: May 2012

Reviewed by YME Administrators and Policy Committee: March 2013

First Reading: April 8, 2013

Second Reading: May 13, 2013

Adopted: May 13, 2013

503 STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
 - (5) Court appearances occasioned by family or personal action.
 - (6) Religious instruction not to exceed three hours in any week.
 - (7) Physical emergency conditions such as fire, flood, storm, etc.
 - (8) Official school field trip or other school-sponsored outing.
 - (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 - (10) Family emergencies.
 - (11) Active duty in any military branch of the United States.
 - (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

(13) *College visits two (2) days per year. Student has to be in good academic standing or at administrative discretion and these must be pre-arranged and documented with the office.*

(14) *Family Vacations*

c. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

(2) ~~Work missed because of absence must be made up within 2 days from the date of the student's return to school.~~ *The amount of time students will have to make up work will be the number of days absent plus one. For example, a student absent for three days would have four days to make up his/her work.* Any work not completed within this period shall result in “no credit” for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

(1) Truancy. An absence by a student which was not approved by the parent and/or the school district.

(2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

(3) Work at home.

- (4) Work at a business, except under a school-sponsored work release program.
- (5) ~~Vacations with family.~~
- (6) ~~Personal trips to schools or colleges.~~
- (7) Absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness will be detention after 3 unexcused tardies. In addition 3 unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid

excuse for the child's absences;

3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.28 (School Boards and Teachers, Duties)
Minn. Stat. § 120A.30 (Attendance Officers)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)



Yellow Medicine East, ISD 2190

ISD 2190 – BOARD OF DIRECTORS’ AGENDA ANALYSIS

AGENDA ITEM: 10.3 – Items 1-3
MEETING DATE: July 10, 2017
SUBJECT:

BOARD ACTION

Required X
 Information
 Scheduled Report

BACKGROUND/RATIONALE

Set Annual Fees/Rates for the 2017-18 School Year

10.3.1 - Food Service Rates: (2016-17 Rates)

Breakfast - Student – EC-3	\$0
Breakfast – Student 4-12	\$1.45
Lunch - Student – K-5	\$2.60
Lunch – Student – 6-8	\$2.70
Lunch – Student – 7-12	\$2.80
Breakfast – Adult	\$2.10
Lunch – Adult	\$3.80
Milk	\$0.35

10.3.2 - Activity Fees:

Athletic Activities: (2016-17 Fees)

Grade	Full Pay	Reduced Lunch	Free Lunch
9-12	\$80	\$40	\$16
7-8	\$60	\$30	\$12

Non-Athletic Activities: (2016-17 Fees)

Grade	Full Pay	Reduced Lunch	Free Lunch
9-12	\$40	\$20	\$8
7-8	\$25	\$13	\$5

Family Max - \$350 (includes athletic & non-athletic activities).

Activity Passes: (2016-17 Fees)

Student – K-12	\$25
Adult	\$75
Senior Citizen (Age 60+)	\$50

10.3.3 - Substitute Staff Rates of Pay: (2016-17 Rates)

Teachers	\$105/day
Paraprofessionals	\$10/hour
Custodial Staff	\$10/hour
Kitchen Staff	\$10/hour

PRESENTER (S)

None

COMMITTEE

None

SUPERINTENDENT RECOMMENDATION

Support for items as presented.

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection			Revised 6/02/2017										
2190 <= Type in School District Number													
YELLOW MEDICINE EAST													
Calculations for Ten Year Projection													
	Pay 17	Payable 2017	Current Estimate										
	LLC #	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	
1 Type your district number in cell A2 (Minneapolis = 1.2)													
2 Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 17 to 18, 20, 21, 26, 27 and 50													
3 Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33													
4 Look-up data from following tabs													
5 Initial Formula Revenue													
6	Current year APU	55	823.80	808.29	784.60	779.40	784.80	777.20	765.60	745.00	735.40	723.40	698.20
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)												
6b	Total Adjusted Pupil Units = (6) + (6a)			808.29	784.60	779.40	784.80	777.20	765.60	745.00	735.40	723.40	698.20
7	District average building age (uncapped)	402	66.81	66.81	67.81	68.81	69.81	70.81	71.81	72.81	73.81	74.81	75.81
8	Formula allowance		\$ 292.00	\$ 292.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	403		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	404	240,550	236,021	298,148	296,172	298,224	295,336	290,928	283,100	279,452	274,892	265,316
11 Added revenue for Eligible H&S Projects > \$100,000 / site													
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702		710,804	715,454	714,484	713,219	711,581	709,631	712,621	615,381	804,621	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	758		-	-	34,275	9,685	8,320	65,800	65,490	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701		-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	757		-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue	703		-	-	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	407		-	-	-	-	-	-	-	-	-	-
19	Total FY 17 revenue for eligible H&S projects > \$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)	408	718,694	710,804	715,454	680,209	703,534	703,261	643,831	647,131	615,381	804,621	-
Added revenue for Pre-K remodeling (for VPK approvals only)													
20a	Net debt service for bonds approved for Pre-K remodeling	704		-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	409		-	-	-	-	-	-	-	-	-	-
20c	Total Pre-K revenue			-	-	-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)	410		946,825	1,013,602	976,381	1,001,758	998,597	934,759	930,231	894,833	1,079,513	265,316
Old Formula revenue													
21	Old formula Health & Safety revenue (accumulated project costs - accumulated revenue)	411	39,700	93,950	39,900	40,100	40,400	40,600	40,900	41,000	41,300	41,400	41,500
22	Old formula alt facilities debt revenue (1A) - gross before debt excess			-	-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to line 22			-	-	-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	765		-	-	-	-	-	-	-	-	-	-
25	Old formula alt facilities debt revenue (1B) = (12) - (13)	766		710,804	715,454	680,209	703,534	703,261	643,831	647,131	615,381	804,621	-
26	Old formula alt facilities pay as you go revenue (1A)	414		-	-	-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000	417		-	-	-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds	703		-	-	-	-	-	-	-	-	-	-
27b	LTFM "other" bonds for 1A hold harmless	705		-	-	-	-	-	-	-	-	-	-
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	422		51,731	50,214	49,882	50,227	49,741	48,998	47,680	47,066	46,298	44,685
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	423	811,117	856,485	805,568	770,191	794,161	793,602	733,730	735,811	703,746	892,319	86,185
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	424	959,244	946,825	1,013,602	976,381	1,001,758	998,597	934,759	930,231	894,833	1,079,513	265,316
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	425	-	-	-	-	-	-	-	-	-	-	-
32	District LTFM Revenue (30) - (31)	426	959,244	946,825	1,013,602	976,381	1,001,758	998,597	934,759	930,231	894,833	1,079,513	265,316
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	427	-	-	-	-	-	-	-	-	-	-	-
34	Grand Total LTFM Revenue (32) + (33)	428	959,244	946,825	1,013,602	976,381	1,001,758	998,597	934,759	930,231	894,833	1,079,513	265,316
Aid and Levy Shares of Total Revenue													
35	For ANTC & APU, three year prior date		2015	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
36	Three year prior Ag Modified ANTC	31	9,558,163	9,558,163	9,762,288	10,152,780	10,558,891	10,981,246	11,420,496	11,877,316	12,352,409	12,846,505	13,360,365
37	Three year prior Adjusted PU (New Weights)	52	865.06	865.06	822.81	809.15	808.29	794.93	794.93	794.93	794.93	794.93	794.93
38	ANTC / APU = (36) / (37)	430	11,049.16	11,049.13	11,864.57	12,547.46	13,063.25	13,814.10	14,366.67	14,941.34	15,538.99	16,160.55	16,806.97
39	State average ANTC / APU with ag value adjustment	431	7,373.50	7,373.50	7,701.26	8,060.47	8,410.61	8,747.00	9,097.00	9,461.00	9,839.00	10,233.00	10,642.00
40	Equalizing Factor = 123% of (39)	432	9,069.41	9,069.41	9,472.55	9,914.38	10,345.05	10,758.81	11,189.31	11,637.03	12,101.97	12,586.59	13,089.66
41	Local share of Equalized Revenue (lesser of 1 or (38) / (40))	433	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
42	State share of Equalized Revenue (1 - (41))	434	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
43	Equalized Revenue (lesser of (34) or (6) * (8))	429	240,550	236,021	298,148	296,172	298,224	295,336	290,928	283,100	279,452	274,892	265,316
44	Initial LTFM State Aid (42) * (43)	435	-	-	-	-	-	-	-	-	-	-	-
45	Old formula Grandfathered Alternative Facilities Aid	437	-	-	-	-	-	-	-	-	-	-	-
46	Total LTFM State Aid (Greater of (44) or (45))	438	-	-	-	-	-	-	-	-	-	-	-
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	441	959,244	946,825	1,013,602	976,381	1,001,758	998,597	934,759	930,231	894,833	1,079,513	265,316
Debt Service Portion of Revenue (non-grandfather districts)													
48	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (24)	765+766		710,804	715,454	680,209	703,534	703,261	643,831	647,131	615,381	804,621	-
50	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05	705		-	-	-	-	-	-	-	-	-	-
51	Total Debt Service Revenue = (49) + (50)	767		710,804	715,454	680,209	703,534	703,261	643,831	647,131	615,381	804,621	-
52	Equalized debt Service Revenue (lesser of (43) or (51))	442		236,021	298,148	296,172	298,224	295,336	290,928	283,100	279,452	274,892	-
53	Debt Service Aid = (52) * (42)	443		-	-	-	-	-	-	-	-	-	-
54	Equalized Debt Service Levy = (52) - (53)	445		236,021	298,148	296,172	298,224	295,336	290,928	283,100	279,452	274,892	-
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	446		474,784	417,306	384,037	405,310	407,925	352,903	364,031	335,929	529,729	-
General Fund Portion of Revenue (non-grandfather districts)													
56	Total General Fund Revenue = (34) - (51)	447		236,021	298,148	296,172	298,224	295,336	290,928	283,100	279,452	274,892	265,316
58	General Fund Equalized Revenue = (43) - (52)	448		-	-	-	-	-	-	-	-	-	265,316
59	Total General Fund Aid = (46) - (53)	449		-	-	-	-	-	-	-	-	-	-
60	General Fund Equalized Levy = (58) * (41)	450		-	-	-	-	-	-	-	-	-	265,316
61	General Fund Unequalized Levy = (57) - (58)	451		236,021	298,148	296,172	298,224	295,336	290,928	283,100	279,452	274,892	-
62	Total General Fund Levy = (60) + (61)	452		236,021	298,148	296,172	298,224	295,336	290,928	283,100	279,452	274,892	265,316
Notes:													
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.													
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.													
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.													

INSTRUCTIONS: Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided.

District Name: Yellow Medicine East	District #	2190
	Date:	7/10/2017
District Contact for Questions on this Spreadsheet:		E-mail: lboushek@isd2190.org
Name: LeeAnn Boushek		Phone #: (320) 564 4081

Fiscal Year, Ending June 30th --> 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027

ESTIMATED EXPENDITURES:

		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing > \$100,000 per Site												
Finance	Category											
347	Physical Hazards	\$5,220	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
349	Other Hazardous Materials	\$0	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700
352	Environmental Health & Safety Management	\$16,780	\$18,250	\$18,200	\$18,400	\$18,700	\$18,900	\$19,200	\$19,300	\$19,600	\$19,700	\$19,800
358	Asbestos Removal and Encapsulation	\$0	\$90,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
363	Fire Safety	\$10,630	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects	\$32,630	\$119,950	\$39,900	\$40,100	\$40,400	\$40,600	\$40,900	\$41,000	\$41,300	\$41,400	\$41,500
Health and Safety, Projects Costing > \$100,000 per Site												
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Pre-K instruction approved under M.S. 124												
Finance	Category											
355	Remodeling for Pre-K instruction approved by the commissio	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Finance	Category											
367	Accessibility	\$0	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects												
Finance	Category											
368	Building Envelope	\$8,975	\$5,800	\$0	\$3,000	\$22,000	\$0	\$0	\$0	\$10,000	\$0	\$0
369	Building Hardware and Equipment	\$123,550	\$55,800	\$59,022	\$149,162	\$59,636	\$59,047	\$53,471	\$52,780	\$52,319	\$51,935	\$51,935
370	Electrical	\$7,560	\$8,700	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
379	Interior Surfaces	\$9,225	\$32,891	\$64,500	\$12,500	\$54,000	\$4,000	\$4,000	\$4,500	\$4,000	\$4,000	\$4,000
380	Mechanical Systems		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
381	Plumbing	\$4,400	\$3,600	\$3,000	\$3,600	\$3,000	\$3,600	\$3,000	\$3,800	\$3,000	\$3,800	\$3,000
382	Professional Services and Salary	\$4,000	\$4,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
383	Roof Systems	\$1,300	\$0	\$94,330	\$364,670	\$252,705	\$69,860	\$173,370	\$184,316	\$17,930	\$0	\$0
384	Site Projects	\$27,101	\$57,000	\$20,000	\$72,000	\$34,000	\$20,000	\$5,000	\$0	\$0	\$0	\$0
	Total Deferred Capital Expense and Maintenance	\$186,111	\$167,791	\$249,852	\$613,932	\$434,341	\$165,507	\$247,841	\$254,396	\$96,249	\$68,735	\$67,935
Total Annual 10 Year Plan Expenditures		\$218,741	\$287,741	\$292,752	\$654,032	\$474,741	\$206,107	\$288,741	\$295,396	\$137,549	\$110,135	\$109,435

end of worksheet

Long-Term Facility Maintenance Revenue Application - Ten Year Expenditures (By Program)							For FY18 Budgets/10 Year				7/10/2017
Finance Code	Project Description	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
347	Elevator Inspection - (3) monthly	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
347 Total	Physical Hazards	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
349	Flourescent Tube Disposal	700	700	700	700	700	700	700	700	700	700
349 Total	Other Hazardous Materials	700	700	700	700	700	700	700	700	700	700
352	Musser Environmental H&S Management	8,700	8,900	8,900	9,100	9,100	9,300	9,300	9,500	9,500	9,500
352	Health and Safety Management (Staff)	7,600	7,800	8,000	8,100	8,200	8,300	8,400	8,500	8,600	8,700
352	Bloodborne Pathogen Vaccinations	500	500	500	500	500	500	500	500	500	500
352	AED Supplies/Batteries/Inspection	1,000	600	600	600	600	600	600	600	600	600
352	2 Portable AED Units	0	0	0	0	0	0	0	0	0	0
352	Annual MDH Food Service Inspections	450	400	400	400	500	500	500	500	500	500
352 Total	Environmental Health & Safety Management	18,250	18,200	18,400	18,700	18,900	19,200	19,300	19,600	19,700	19,800
358	Asbestos Removal	90,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
358 Total	Asbestos Removal	90,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
363	Fire alarm inspection/recharging	5,700	5,700	5,700	5,700	5,700	5,700	5,700	5,700	5,700	5,700
363	MRVED Sprinkler (approved by board for Fy17)										
363	Emergency egress/exit light and battery	300	300	300	300	300	300	300	300	300	300
363 Total	Fire Safety	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
367	Football field- ADA accessible seating										
367	ADA Signage	0	3,000	0	0	0	0	0	0	0	0
367 Total	Accessibility	0	3,000	0	0	0	0	0	0	0	0
368	Tuck Point - 1930 addition				10,000				10,000		
368	Double pane window replacements-gym	0									
368	Roof wiring for lights	800									
368	Shop doors			3,000							
368	Gym door				12,000						
368	Old H.S. Office doors										
368	Ag doors (Shop Door FY18)	3,300		0							
368	North door by east H.S. parking lot	1,700									
368 Total	Building Envelope (excluding roof)	5,800	0	3,000	22,000	0	0	0	10,000	0	0
369	Capital project bond payments (used prior deferred maint. aid to offset reduction to general fund levy (debt red.))	54,000	53,722	53,862	54,336	53,747	53,171	52,480	52,019	51,635	51,635
369	Gym Bleachers- repairs/replace			90,000							
369	Kitchen Freezer replacement (plus electrical)										
369	Elevator seal										
369	Lockers		5,000	5,000	5,000	5,000					
369	Little Theater seating		0								
369	Door lock replacement (6 FY18)	1,800	300	300	300	300	300	300	300	300	300
369 Total	Building Hardware and Equipment	55,800	59,022	149,162	59,636	59,047	53,471	52,780	52,319	51,935	51,935
370	Update wiring in auditorium	4,500									
370	Update light switch in principal's office	200									
370	Gym relay switches (2)										
370	Electrical Misc.	4,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
370 Total	Electrical	8,700	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
379	Paint (Hallways fy18)	6,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
379	Science room repair				50,000						
379	Gym Sealer	4,000									
379	Restroom - stalls	0		8,000							
379	Elem. Bathroom updates (4/5 Grade FY18)	16,000									
379	Nurse's bathroom (tile/toilet/sink/faucet)	3,391									
379	1930 South Window Tint for classrooms	3,500									

379	Ceiling tile replacement - district wide	0	500	500				500			
379	Locker room upgrade lockers/showers		10,000								
379	Tile replacement	0	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
379	Gym floor replacement		50,000								
379 Total	Interior surfaces	32,891	64,500	12,500	54,000	4,000	4,000	4,500	4,000	4,000	4,000
381	Plumbing Misc.	0	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
381	Elem. Bathroom updates										
381	Drinking fountains (3)	3,600									
381	Restroom - plumbing fixtures	0		600		600		800		800	0
381 Total	Plumbing	3,600	3,000	3,600	3,000	3,600	3,000	3,800	3,000	3,800	3,000
382	Schwicker's contract	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
382	Summer custodial for painting etc. (FY17 Gen Fund per RC) Sals/Bens	0	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
382 Total	Professional Services	4,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
383	Roofing repair/replace	0	94,330	364,670	252,705	69,860	173,370	184,316	17,930	0	0
383 Total	Roofing systems	0	94,330	364,670	252,705	69,860	173,370	184,316	17,930	0	0
384	Concrete renovation - Steps/stairs					0					
384	Concrete renovation - entry ways				4,000		5,000				
384	East Wing Ramp (remove)										
384	New gym steps										
384	Watershed/landscaping (FY17 HS Parking Lot)			10,000							
384	Parking Lot - gravel/seal										
384	Parking area - chip/seal		20,000								
384	Sewer repair (City of GF)										
384	Playground - equipment/surface (FY17 Upgrades)	0				20,000					
384	Fence by ag shop		0								
384	Steps at football field	0		7,000							
384	Sidewalk Grinding	10,000									
384	Concrete work (Sussner's)	43,000									
384	Outside lights (10)	4,000									
384	Track resurface			55,000							
384	Tennis Courts				30,000						
384 Total	Site Projects (Outside)	57,000	20,000	72,000	34,000	20,000	5,000	0	0	0	0
Grand Total		287,741	292,752	654,032	474,741	206,107	288,741	295,396	137,549	110,135	109,435
	Health & Safety Totals	119,950	39,900	40,100	40,400	40,600	40,900	41,000	41,300	41,400	41,500
	FY17 Estimated Fund Balance from Budgets	-47,927									
	Estimated Revenue from 10 Year report	236,021	298,148	296,172	298,224	295,336	290,928	283,100	279,452	274,892	265,316
	Cumulative balance	-99,647	-94,251	-452,111	-628,628	-539,399	-537,212	-549,508	-407,606	-242,849	-86,968